

# Orientation Guide

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**Topeka, Kansas**



HRSICNOTE 1700

Canceled: 1 Jan 99

## HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1700

**SUBJECT**                      **ORIENTATION GUIDE**

**INTRODUCTION**            This notice updates our Orientation Guide.

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**PURPOSE**                      Newcomers now have a comprehensive guide and resource that provides names and phone contact numbers of Topeka suppliers and service vendors. This information will assist them in their permanent change of station to Topeka.

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**DIRECTIVES  
AFFECTED**                      PPC Notice 1700 is canceled.

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**OUR MISSION  
STATEMENT**                      Our mission is to directly contribute to Coast Guard mission accomplishment through our management of human resource information and our support of Coast Guard people. We gather, maintain, and manage personnel information on all Coast Guard members, retirees, and annuitants to provide personnel support and compensation processing services. We provide personnel information to Coast Guard decision makers to help them manage the Coast Guard's most important resource, its people. The diligence and concern we bring our mission demonstrates our commitment to caring for the Coast Guard.

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J. D.. WILLIAMSON  
Executive Officer

# TABLE OF CONTENTS

<b>CHAPTER 1: WELCOME.....</b>	<b>3</b>
I. ORGANIZATIONAL STRUCTURE .....	4
II. SPONSOR PROGRAM.....	6
III. WELCOME SERVICES .....	7
IV. BANKING AND CREDIT UNION FINANCIAL SERVICES .....	8
V. MAIL SERVICES .....	12
VI. GOVERNMENT AND COMMUNITY SERVICE RESOURCES.....	14
<b>CHAPTER 2: HOUSING .....</b>	<b>19</b>
I. TOPEKA/SHAWNEE COUNTY APARTMENTS AND RENTALS.....	20
II. REAL ESTATE .....	27
III. COAST GUARD HOUSING METHODS.....	31
IV. TOPEKA/SHAWNEE COUNTY TEMPORARY LODGING.....	35
V. HOUSEHOLD GOODS DAMAGE CLAIMS .....	36
<b>CHAPTER 3: GETTING AROUND TOPEKA.....</b>	<b>39</b>
I. PRIVATE AUTOMOBILES AND LICENSING REQUIREMENTS.....	40
II. PUBLIC TRANSPORTATION AND PARKING AVAILABILITY.....	41
III. OTHER TRANSPORTATION (AIR SERVICE AND RAIL SERVICE) .....	42
<b>CHAPTER 4: SCHOOLS.....</b>	<b>44</b>
I. TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE .....	45
<b>CHAPTER 5: FAMILY CARE SERVICES .....</b>	<b>52</b>
I. CHILD DAY CARE SERVICES .....	53
II. AFTER SCHOOL AND FAMILY ACTIVITIES .....	57
III. RELIGIOUS ORGANIZATIONS.....	59
<b>CHAPTER 6: WELLNESS .....</b>	<b>61</b>
I. WELLNESS PROGRAM.....	62
II. EMPLOYEE ASSISTANCE.....	64
III. SAFETY .....	64
IV. MILITARY HEALTH CARE.....	66
V. MILITARY FAMILY (DEPENDENT) HEALTH CARE .....	72
VI. CIVILIAN HEALTH CARE .....	80
<b>INDEX.....</b>	<b>83</b>

## **Chapter 1**

### **Welcome to the Human Resources Service and Information Center**

#### **Topeka, Kansas**



**Located in the Frank Carlson Federal Building  
444 SE Quincy St.  
Topeka, KS 66683**

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We're glad you're coming to Topeka! Use the information in this guide to get acquainted with Topeka and HRSIC. If you need additional information feel free to contact us at 785-357-3600.

## I. ORGANIZATIONAL STRUCTURE

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### **HRSIC ORGANIZATION**

Our organizational structure is similar to headquarters, broken down into four major parts:

Command Cadre. Offices of the Commanding Officer (the Chief Executive Officer [CEO]) and Executive Officer (General; Manager [GM]). The CO and XO command and oversee the production and activity of three directorates. Each directorate manages five internal business lines.

Operational Systems Directorate. Responsible for delivery of all active, reserve, and retired, compensation services, legislative pay changes, debt collection, and overall fiscal matters and policy.

Information Systems Directorate. Responsible for information resource management, program design and application, and computer system optimization.

Administrative Systems Directorate. Responsible for administrative support services, legal determinations, policy procedure deployment, and centralized travel claim settlement.

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## ORGANIZATIONAL STRUCTURE (Continued)

### MISSION OF BUSINESS LINES

Here is a discussion of each business line's products and services:

OPERATIONAL SYSTEMS DIRECTORATE	INFORMATION SYSTEMS DIRECTORATE	ADMINISTRATIVE SYSTEMS DIRECTORATE
<b>SES - Separations, Entitlements &amp; Services.</b> <u>Processes:</u> all active duty separations, validating entitlements and final pays; Statements of creditable service; Claims for back pay and out-of-service debts; IRS Forms W-2; Death Gratuity payments; and manages CG prisoners and Appellate Leave.	<b>PJ2 - PMIS JUMPS II.</b> Responsible for design and implementation of the next generation of the Coast Guard's Military Pay and Personnel system. PJ2 is a strategic project which will define what and how military personnel work will be done in the future.	<b>PRC - Procedures.</b> Tasked with producing command and servicewide stand alone manuals and publications on PMIS/JUMPS pay and personnel procedures, accumulating information and data for semi-annual changes and maintaining a master file on each.
<b>RAS - Retiree and Annuitant Services.</b> Providing personnel support and services to CG and NOAA retirees and annuitants. <u>Processes:</u> Retired pay and allotments; Determines ID card eligibility; Survivor annuities; Alimony and child support garnishments; Former spouse division of property; and, Tax and COLA adjustments.	<b>MIS - Management Information Services.</b> Provides the majority of regularly scheduled and ad hoc reports on personnel and pay related data for all CG and NOAA active, reserve, retired members, beneficiaries and CG decision makers. Retired pay & personnel data processing support.	<b>LGL - Legal Services.</b> Provides legal tools and research for command and Coast Guard by writing legal opinions, processing court orders, rendering unique dependency determinations, and monitoring compliance with the Privacy Act and Freedom of Information Act.
<b>DC - Debt Collection.</b> Collects and settles in and out-of-service CG debts; verifies and processes claims from other services and Non-Appropriated Activities. Accounts for all monies received at PPC and delivers accounting data to CG Finance Center.	<b>IRM - Information Resources Management.</b> Maintains all computer hardware, software, and transport infrastructure that allows command to access, manipulate, create, distribute, and receive all data necessary to support CG's pay & personnel system.	<b>TVL - Travel.</b> Centralized travel claim processing and settlement office for the Coast Guard. Collects and processes both military and civilian local travel, TAD, TDY, and PCS claims; including time-sensitive temporary lodging allowance overseas entitlements.
<b>QA/FR - Quality Assurance &amp; Financial Reporting.</b> Assessment, internal control, financial budgeting, and TQM process improvement resource. Accounting and financial reporting functions with other key Government Agencies.	<b>ADV - Advancements.</b> Manages the Enlisted Advancement System and maintains Enlisted Performance Evaluation data. Devises and executes COMDT policy on such matters, validating data, implementing CG wide.	<b>SUP - Supply.</b> Procurement professionals and advisors providing logistic, maintenance, supply support, and administration of contractual services that carry out the command's mission.
<b>MAS - Military Accounts Support.</b> Gathers, maintains, manages pay and personnel information on CG and NOAA active duty and reserve members; Supports all PERSRUs and their inputs; Manages pay, off-line disbursements, EFT and all allotment services; Performs variety of CG wide support services, such as Commissary Privilege Cards, separation TONOs, processing of waivers & remissions.	<b>SDM - Systems Development &amp; Maintenance.</b> Provides subject matter expertise and professional development of business solutions for command and external customers; delivering "cradle-to-grave" leadership on projects that promotes personnel & pay accuracy and effectiveness of operations, maintenance of PMIS/JUMPS and SDA II, while supporting the development and implementation of PMIS JUMPS II and its preceding interim migration.	<b>AD - Administrative Services.</b> Military Personnel, PERSRU function, and Civilian payroll administration. Responsible for processing command personnel actions and prerogatives, leased housing, medical administration, all Coast Guard programmatic benefit and entitlement counseling.

## II. SPONSOR PROGRAM

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### REFERENCE

- (a) COMDTINST M1000.6C, Coast Guard Personnel Manual
  - (b) COMDTINST M11101.13C, Coast Guard Housing Manual.
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### MAKING THE SPONSOR PROGRAM WORK

Your transfer to Topeka, Kansas, is an important one. Using references (a) and (b) as a guideline, this command will have an active and continuous sponsor program.

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### WORKING AT THE FEDERAL BUILDING.

- **Parking.** The only parking available at HRSIC. is a parking garage that charges a monthly fee and has a waiting list. During check-in you'll meet the garage coordinator to get on the waiting list. Several municipal parking garages and lots are available in downtown Topeka charging approximately \$45 per month. Metered parking is available on the street surrounding the Federal Building, and free parking is available several blocks from the Federal Building.
  - **Access Credentials.** Access to the Federal Bldg. requires a GSA identification badge and key-card. These items are issued to all employees and will be one of the first things accomplished upon reporting in.
  - **Cafeteria.** A small cafeteria is located on the first floor. Hours of operation are 0700 through 1530 each working day
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### SPONSOR PROGRAM WRAP- UP

Please provide feedback regarding our sponsor process by completing the questionnaire found in the back of the guide.

### III. WELCOME SERVICES

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#### **WELCOME TO KANSAS**

What do the song, "Home on the Range" and the American Buffalo have in common? KANSAS. The Sunflower State welcomes you with amber waves of grain and just wait until summer when you see all those sunflowers!

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#### **WELCOME TO TOPEKA**

Here are a few sources that can provide great detail about what goes on in Topeka. The government listings and business council can advise new residents about area industry and productivity, while the others can offer advice on where to shop, medical facilities, residential areas, and so on.

- CHAMBER OF COMMERCE .....(785) 234-2644.  
120 E 6th Street, Topeka
- CIVIC NEWCOMER .....(785) 234-2644.  
Greeting Service
- WELCOME SERVICES NEWCOMER ...(785) 478-2020.  
3930 SW Worwick Town Road, Topeka
- TOPEKA - CITY SOURCE .....(785) 295-3945.  
Automated Citizens Information System a 24 hour touch-tone service that enables you to hear messages and request city services. See flyer in your Welcome Package.

Call the above numbers, you'll be surprised how much information they have and their willingness to help.

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## IV. BANKING AND CREDIT UNION FINANCIAL SERVICES

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### **FINANCIAL INSTITUTIONS**

Topeka has a very competitive market when it comes to banking and saving your money. We recommend that you call several banks and credit unions and ask for their literature and operating fees

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### **THINGS TO CONSIDER WHEN OPENING ACCOUNTS**

- What are the costs per transaction in the account?
  - What other favorable services do they offer?
  - Do they have a computer on-line banking service?
  - Do you get negotiated checks back?
  - Is there an ATM charge per transaction?
  - Is there an account balance inquiry charge?
  - How many bank localities (branches) are there?
  - Is there one close to home? With an ATM?
- 

### **DIRECT DEPOSIT**

All HRS&IC employees need to know about how salaries, military pay, and travel reimbursements are officially disbursed - namely, through direct deposit/EFT.

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### **CIVILIAN PERSONNEL**

All HRS&IC employees need to know about how salaries, military pay, and travel reimbursements are officially disbursed - namely, through direct deposit/EFT.

- Upon arriving for employment, whether a transferee or new hire, please deliver a completed Direct Deposit Form, SF-1199A. Give the SF-1199A to the Admin Civilian Liaison. All bank routing numbers are verified prior to submission, but only the employee knows if the account number is correct; check accounts #'s carefully.
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## **BANKING AND CREDIT UNION FINANCIAL SERVICES** Continued

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### **MILITARY PERSONNEL**

To change allotment routing numbers or to change where you want military pay sent to, submit either a Direct Deposit Form, SF-1199A or a "voided" check to Admin PERSRU. All bank routing numbers are verified prior to submission, but only the member knows if the account number is correct; check accounts #'s carefully.

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### **OPENING ACCOUNTS**

Similar to all states that follow the banking commercial code, you (and your spouse if a joint account) will need to show some form of picture identification, possible proof of other accounts (histories), and be present to sign applications. Very few businesses allow opening accounts by mail. By the way, many banks have "welcome packages" for new customers also, ask for one when you inquire.

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Disclaimer: This is an unofficial resource for incoming personnel. The Coast Guard does not recommend nor recognize any preference with the listed businesses. Our aim is to list as many businesses as possible so members from out of town can inquire about their services.

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## **BANKING AND CREDIT UNION FINANCIAL SERVICES** Continued

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### **LOCAL FINANCIAL INSTITUTIONS**

- Capital City Bank  
37th Street and Topeka Blvd.  
266-4575
- Capitol Federal Saving  
700 Kansas Ave.  
235-1341
- Central National Bank  
800 SE Quincy Street  
234-2265
- Columbian Bank  
701 S Kansas Avenue  
233-1515
- Commerce Bank & Trust  
3035 S Topeka Blvd.  
267-8900
- Credit Union 1 of Kansas  
610 SW 10th Street  
233-5556
- Fidelity State Bank & Trust  
600 Kansas Avenue  
295-2100
- First Bank Kansas  
1035 SW Topeka Blvd.  
233-1865
- Kansas Credit Union  
2015 W 10th Street  
233-4248
- Kaw Valley State Bank & Trust  
1110 N Kansas Avenue  
232-6062

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## **BANKING AND CREDIT UNION FINANCIAL SERVICES** Continued

### **LOCAL FINANCIAL INSTITUTIONS (CONTINUED)**

- 
- Nations Bank  
534 S Kansas Avenue  
295-3400
  - Mercantile Bank of Topeka  
8th Street & Jackson  
291-1000
  - Peoples State Bank  
1064 SW Wanamaker Road  
271-5553
  - Santa Fe Credit Union  
1129 S Kansas Avenue  
233-5858
  - Super Chief Credit Union  
501 N Lake Street  
235-5311
  - UMB Bank  
2100 SE 29th Street  
(785) 266-8521
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## V. MAIL SERVICES

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**REFERENCE** (a) COMDTINST M5110.1, Coast Guard Postal Manual

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**MAIL FORWARDING** Make advance preparations and arrangements to ensure your command and postal authorities know where to forward your mail

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**RESIDENTIAL** Go to the current post office that delivers your mail and pickup a Movers Guide. This kit contains a "Change-of-Address," PS Form 3576. Time the submission of this address change to coincide with your departure. This kit also contains additional forms to "forward" magazines.

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**BUSINESS** Each Coast Guard command is required to keep a record of your forwarding address. Make certain to ask for and have your name added to the forwarding mail list.

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**MILITARY ALLOTMENT ADDRESSES** Too often we forget the obvious ... our pay. If you have any of these allotments on your Leave and Earning Statement, check to see if the address needs to be changed.

- B allotments - Savings Bonds - (mailed to home?)
  - H allotments - Home Mortgage - (selling home?)
  - D allotments - Support of Dependents - (moving?)
  - L allotments - Loans - (closing accounts?)
  - S allotments - Savings - (closing accounts?)
- 

**MAIL POLICY AT COAST GUARD COMMANDS** Section 2-G of reference (a) allows commands to receive personal mail for a member for only a limited period (no more than 60 days), or until a permanent home address is established. HRSIC postal petty officers will hold your mail or boxes for you until you report. Thereafter, you are expected to "change the address" by informing family, creditors, subscriptions, etc. of your permanent home address. By keeping our postal petty officers informed of your whereabouts and temporary address, this two month period can be extended, but it is only by exception (i.e., delays in getting a permanent address). This command receives between 500 to 2000 pieces of official mail a day -- enough to create confusion and delay -- personal mail has to be strictly controlled and limited.

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## MAIL SERVICES Continued

### POSTAL SERVICES IN TOPEKA

A copy of the Zip Code Map of Topeka is within your Chamber of Commerce Welcome Package. You will find that many post office branches are available in stores and shopping plazas throughout Topeka. Here is a listing of zip codes, post offices, and their phone numbers FYI:

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Zip Codes	Post Office Name and Address	Phone
66601	MAIN, 424 S Kansas Avenue	785-295-9100
66604	Gage Center, 1430 SW Woodhull St	785-272-7171
66605	Hillcrest, 2921 SE Adams St	785-266-7992
66608	North Topeka, 935 N Kansas Avenue	785-295-9171

ZIPS 66614, 66610, 66619, 66615 call.....295-9100

### COMMERCIAL SOURCES OF POSTAL SERVICE

Based on your convenience, here are some provider sources that will allow you to rent a mail box and receive mail:

- A A A Secure Self Storage  
272-3444  
SW Westport Drive
  - Mail Boxes Etc  
272-3370  
SW 10th Street
  - The Mail Box  
273-7978
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## VI. GOVERNMENT AND COMMUNITY SERVICE RESOURCES

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### GOVERNMENT AND COMMUNITY SERVICES

Listed below are sources where assistance, information, and services can be obtained based on your needs. These sources are ideal to call in order to get a "feel or pulse" for an area of town.

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### ADMINISTRATIVE CALLS

- Topeka Fire Department ..... (785) 295-3600
  - Topeka Police Department ..... (785) 354-9551
  - Shawnee County Sheriff..... (785) 233-8200
  - Kansas Highway Patrol ..... (785) 296-6800
- 

### EMPLOYMENT

- Assisted Healthcare ..... (785) 273-4730  
1035 SW 29th Avenue
  - Bossler/Brown Associates ..... (785) 234-5626  
1035 SW Topeka Blvd.
  - Career Assistance Network (YWCA) ..... (785) 234-5626  
225 SW 12th Avenue
  - Dunhill Personnel of Topeka, Inc..... (785) 267-2773  
2706 SW Topeka Blvd, Suite 202
  - ERC Resource & Referral (Job Bank) ..... (785) 357-5171  
1002 SW Garfield, Suite 109
  - Hoag Pointer Personnel..... (785) 233-0644  
3601 SW 29th Street, Suite 181
  - Kelly Temporary Services..... (785) 233-0644  
400 Kansas Avenue, Suite 215
  - Manpower, Inc..... (785) 267-4060  
2901 Burlingame Road
- 

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## GOVERNMENT AND COMMUNITY SERVICE RESOURCES Continued

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### **Employment** (Continued)

- State of Kansas, Civil Service  
Employment Information .....(785) 296-5390  
900 SW Jackson Street, Room 105-N
  - Topeka Job Service .....(785) 296-1715  
1430 SW Topeka Blvd.
  - Federal Jobs (Job Service) .....(816) 426-5702  
U.S. Coast Guard .....(785) 357-3600  
Veterans Administration .....(785) 271-4310
  - U.S. Postal Service.....(785) 295-9164
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## GOVERNMENT AND COMMUNITY SERVICE RESOURCES Continued

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### **FAMILY AND CHILDREN SERVICES**

#### *(Special Needs)*

- Alliance for the Mentally Ill  
in Shawnee County ..... (785) 233-0755
  - Assessment Referral Service -  
Parkview Hospital..... (785) 235-3000
  - Behavior Consultants ..... (785) 233-9400
  - Big Brothers - Big Sisters  
of Topeka ..... (785) 234-0701
  - Catholic Social Services ..... (785) 233-6300
  - Children and Family Services  
Kansas SRS ..... (785) 296-4653
  - Coast Guard EAP - Employees  
Assistance Program  
United HealthCare Corp (new)..... 1-800-222-0364
  - Community Services - Menniger  
Family Guidance Center ..... (785) 232-7214
  - Cotton-O'Neil Clinic ..... (785) 354-0514
  - Drug and Alcohol Representative  
Coast Guard HRS&IC ..... (785) 357-3600
  - Family Service & Guidance Center..... (785) 232-5005
  - Family Advocacy Representative  
Coast Guard HRS&IC ..... (785) 357-3600
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## GOVERNMENT AND COMMUNITY SERVICE RESOURCES Continued

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### **FAMILY AND CHILDREN SERVICES**

*(Special Needs)*

**(Continued)**

- Kansas Children's Service League  
Prevention Services..... (785) 354-7738
  - St. Francis Hospital..... (785) 295-8090
  - The Parent Hotline..... 1-800-332-6378
  - Topeka Day Care Association ..... (785) 233-1794
  - Topeka Chamber of Commerce..... (785) 234-2644
  - Topeka Convention and  
Visitors Bureau..... 1-800-235-1030
  - Kansas Tourism Division..... (785) 296-2009
  - INFO (Community Information  
Services Resource)..... (785) 233-4636
  - Volunteer Center of Topeka..... (785) 272-8890
- 

### **IDENTIFICATION SOURCES**

- Drivers License ..... (785) 266-7380
  - Voter Registration ..... (785) 266-0285
  - Social Security Administration ..... (785) 295-1010
  - Motor Vehicle Tags ..... (785) 233-8200
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## GOVERNMENT AND COMMUNITY SERVICE RESOURCES Continued

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### PUBLIC BUILDINGS

- Kansas ExpoCentre
  - Box Office (785) 297-1000
  - Event Hotline (785) 235-3976
  - Administrative (785) 235-1986
- Topeka Performing Arts Center
  - Box Office (785) 297-9000
  - Administrative (785) 234-2787
- Topeka and Shawnee County Public Library (785) 233-2040
- City Hall Information (785) 295-3741

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### REFERRAL SOURCES

- Ask-A-Nurse (Physician Referral) (785) 295-8333
  - Attorney Referral Service (785) 233-4322
  - Kansas Bar Association (785) 233-9693
  - City Source 24 Hour Citizens Info Service (785) 368-3945
  - Community Resources Council (785) 233-1365
  - Consumer Protection 1-800-432-2484
  - Dentist Referral 1-800-DENTIST
  - Interfaith of Topeka (785) 357-1493
  - Shawnee County Medical Society (785) 271-5668
  - Topeka Board of Realtors (785) 267-3215
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## **CHAPTER TWO**

### **HOUSING**



**Many people have realized their dream of home ownership in Topeka where affordable housing is plentiful.**

## **I. TOPEKA/SHAWNEE COUNTY APARTMENTS AND RENTALS**

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### **TOPEKA APARTMENTS AND RENTALS**

Renting an apartment, townhouse, duplex or house are all options in the Topeka area to meet your housing needs. The Topeka area has a range of neighborhoods offering a variety of houses and apartment complexes, each with different amenities and costs, from which to choose. Make sure your lease agreement has a military clause. The CG Personnel Manual (COMDTINST M100.6A), Article 16-A-4(e), shows an example clause. The following are just a few things to consider in choosing where to rent:

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### **WHAT TO LOOK FOR**

- Rental and utility costs.
  - Number and size of bedrooms.
  - Appliances furnished.
  - Washer/dryer hookups or the availability of laundry facilities.
  - Vehicle parking (car ports/garages if available).
  - Security.
  - Proximity to schools.
  - Availability of recreational areas.
  - Yard maintenance.
  - General appearance of the rental property.
  - Pets are allowed.
  - Terms of the lease.
  - Location/Neighborhood.
- 

### **WHERE TO LOOK**

The Topeka Chamber of Commerce provides an apartment shoppers guide in our Welcome Aboard package. This provides some of the apartments in Topeka but not all of them. The apartments not listed in the shopping guide can be located in the Topeka Southwestern Bell yellow pages. You may wish to also consider other areas near Topeka for housing. The city of Lawrence is twenty miles east of Topeka and has a large number of apartment complexes. Carbondale, south of Topeka, and the towns of Perry, Wamego, and Holton all are within an hours commute, and may provide more affordable housing.

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## MILITARY CLAUSE

The LESSEE is an active duty Coast Guard Member whose status may be confirmed by calling:

Commanding Officer(AD)	785-357-3600 OR 3604
USCG Human Resource Service and	
Information Center	Fax: 785-295-2721
444 SE Quincy Street	
Topeka, KS 66683-3591	

The said LESSOR covenants and agrees that in the event the said LESSEE shall be transferred from COAST GUARD HUMAN RESOURCE AND INFORMATION CENTER, TOPEKA, KANSAS, or be required to occupy Government Quarters then, in either of such events, said LESSEE has and shall have the right to terminate this lease prior to the date of the expiration thereof by delivering to the LESSOR a thirty (30) day notice in writing of such transfer of assignment, and the effective date thereof, said notice to be sent to the LESSOR by registered mail.

It is agreed that this clause is incorporated into the rental agreement/lease.

Dated:\_\_\_\_\_.

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LESSOR- LANDLORD-  
PROPERTY MANAGER

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LESSEE- ACTIVE DUTY MEMBER

## TOPEKA AREA APARTMENTS

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Highland Homes  
Property Management - 272-0965  
P.O. Box 1884  
Topeka, KS 66601

Acorn Apartments  
Property Management - 842-4461  
1815 W 24th Street  
Lawrence, KS 66047

AMLi at Alvamar  
Property Management - 749-0431  
2700 Clinton Parkway  
Lawrence, KS 66049

AMLi at Crown Colony  
Property Management - 273-1012  
P.O. Box 4877  
Topeka 66604

AMLi at Sherwood  
Property Management - 271-0909  
2745 SW Villa West Rd  
Topeka, KS 66614

Apple Croft Apartments  
Property Management - 843-8220  
1735 W 19th Street  
Lawrence, KS 66047

Autumn Run Apartments  
Property Management - 749-2022  
2100 Heatherwood Dr, #A-6  
Lawrence, KS 66049

Berkeley Flats Apartments  
Property Management - 843-2116  
1123 Indiana St., #9  
Lawrence, KS 66044

Birchwood Gardens Apartments  
Property Management - 843-0929  
1829 Kentucky  
Lawrence, KS 66044

Belle Terrace Property Group  
Property Management - 235-6245  
820 SE Quincy St  
Topeka, KS 66612

Bentley Place  
Property Management - 232-1361  
1300 SW Tyler  
Topeka, KS 66612

Bentwood Place Apartments  
Property Management - 354-7392  
423 SE Winfield  
Topeka, KS 66607

Century Plaza Apartments  
Property Management - 267-0960  
2200 SE 28th Street  
Topeka, KS 66605

Chalet Apartments  
Property Management - 272-5130  
4140 SW 6th Street  
Topeka, KS 66606

Chartwell Apartments  
Property Management - 233-0751  
901 SW Tyler  
Topeka, KS 66612

Cedarwoods Apartments  
Property Management - 843-1116  
2411 Cedarwood Ave  
Lawrence, KS 66044

Crosswinds Apartments  
Property Management - 832-8422  
Crosswinds Court  
Lawrence, KS 66047

Coachlamp Apartments  
Property Management - 234-9298  
1037 Garfield, #119  
Topeka, KS 66606

College Villas Apartments  
Property Management - 233-7235  
1436 Byron  
Topeka, KS 66612

Colonial Park Townhouse  
Property Management - 266-4166  
2557 SE Golden Avenue  
Topeka, KS 66609

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## TOPEKA AREA APARTMENTS (Continued)

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Country Club  
Property Management - 267-1571  
2933 SW Central Park  
Topeka, KS 66611

Crown Apartments  
Property Management - 232-0341  
715 SW Western Ave.  
Topeka, KS 66606

Diamond Housing  
Property Management - 842-7706  
801 N 2nd Street  
Lawrence, KS 66044

Devon Apartments  
Property Management - 235-5077  
802 SW 12th  
Topeka, KS 66612

El Conquistador Apartments  
Property Management - 233-4449  
1243 SW Western Ave.  
Topeka, KS 66604

Embassy Eldorado  
Property Management - 272-9586  
2940 SW Gage  
Topeka, KS 66614

Fairlawn Greens  
Property Management - 272-2010  
5237 SW 20th Terrace  
Topeka, KS 66604

Fleming Court Apartments  
Property Management - 271-6100  
1020 Fleming Court, #106  
Topeka, KS 66604

Fountainbleau  
Property Management - 272-6353  
4231 SW Emland Drive  
Topeka, KS 66606

Fox Ridge Cooperative Townhouses  
Property Management - 273-0640  
1209 SW Glendale Dr  
Topeka, KS 66604

Garber Property Management  
Property Management - 841-4785  
5030 W 15th Street  
Lawrence, KS 66047

Georgetown Apartments  
Property Management - 749-7279  
630 Michigan St #1A  
Lawrence, KS 66604

Graystone Apt & Townhouses  
Property Management - 749-1288  
2512 W 6th Street  
Lawrence, KS 66044

Glen Oaks Apartments  
Property Management - 267-9265  
3630 SW Plass Ave.  
Topeka, KS

Heatherwood Valley Apartment  
Property Management - 843-4754  
2040 Heatherwood Dr #203  
Lawrence, KS 66047

Highland Park Apartments  
Property Management - 266-6963  
2351 SE Bellview Avenue  
Topeka, KS 66605

Hillsdale Apartments  
Property Management - 272-2911  
2110 SW Brandywine LN  
Topeka, KS 66614

Jawhawk Property Management  
Property Management  
1912 W 25th Street  
Lawrence, KS 66044

Kroeger's Country Apartments  
Property Management - 887-6091  
505 Eisenhower Memorial Dr  
Lecompton, KS 66050

Kensington Park  
Property Management - 272-2321  
2937 SW McClure Rd  
Topeka, KS 66614

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## TOPEKA AREA APARTMENTS (Continued)

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Key Associates  
Property Management - 272-0881  
3401 SW Gage Blvd, Suite D  
Topeka, KS 66614

Leanna Mar Town Homes  
Lorimar Town Homes  
Property Management - 841-7849  
3801 Clinton Prkwy, F-1  
Lawrence, KS 66047

La Casa Grande  
Property Management - 272-7900  
2908 SW 31st Court  
Topeka, KS 66614

Malls Olde English Apt  
Property Management - 843-5552  
2411 Louisiana  
Lawrence, KS 66046

Meadowbrook Apartments  
Property Management - 842-4200  
T 101 Windsor Place  
Lawrence, KS 66049

Michael A. Flory Rentals  
Property Management - 843-4798  
3122 W 26th Street  
Lawrence, KS 66047

Misty Glen  
Property Management - 266-8010  
3201 SW Randolph  
Topeka, KS 66611

Montara  
Property Management - 862-1030  
7105 SW Montara Parkway  
Topeka, KS 66619  
Mount Vernon Apartments  
Property Management - 234-2556  
2125 SW Potomac Dr  
Topeka, KS 66611

Oak Tree Square Apartments  
Property Management - 232-0941  
1301 SW Harrison  
Topeka, KS 66612

Oakbrook Apartments  
Property Management - 273-3390  
3211 SW Twilight CT  
Topeka, KS 66614

Oakwood Manor Apartments  
Property Management - 234-6082  
825 SW Lane  
Topeka, KS 66606

Park South Apartments  
Property Management - 266-8957  
3711 Park South Court, 208  
Topeka, KS 66609

Parkview Apartments  
Property Management - 232-0342  
1325 SW Filmore  
Topeka, KS 66604

Princeton Place  
Property Management - 842-2575  
2208 Princeton Blvd  
Lawrence, KS 66049

Park-25 Apartments  
Property Management - 842-1455  
2401 W 25th Street, #9A3  
Lawrence, KS 66047

Plaza View Apartments  
Property Management - 357-4643  
1306 SW Harrison  
Topeka, KS 66612

Plaza West Apartments  
Property Management - 272-5660  
5620 SW 22nd Street  
Topeka, KS 66614

Prospect Hills Apartments  
Property Management - 272-8333  
710 SW Fairlawn Rd  
Topeka, KS 66606

Quail Creek Apartments  
Property Management - 843-4300  
211 Kasold Drive, Bldg C-103  
Lawrence, KS 66047

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## TOPEKA AREA APARTMENTS (Continued)

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Raintree Apartments  
Property Management - 273-1887  
3704 SW 29th Street  
Topeka, KS 66614

Regency Park  
Property Management - 273-1626  
2909 SW Maupin Lane  
Topeka, KS 66614

Southpointe Apartments  
Property Management - 843-6446  
2166 W 26th Street - #3  
Lawrence, KS 66047

Spanish Crest Apartments  
Property Management - 841-6868  
2706 Redbud Lane  
Lawrence, KS 66046

Village Square Apartments  
Property Management - 742-3040  
850 Avalon Rd  
Lawrence, KS 66046

Sargent Apartments  
Property Management - 235-1018  
2100 SW High, Apt C  
Topeka, KS 66611

Shawnee Lake Apartments  
Property Management - 266-0550  
3713 SE 30th Terrace  
Topeka, KS 66605

Snooty Fox Apartments  
Property Management - 354-1254  
800 SW Polk  
Topeka, KS 66612

Southbrook Apartments  
Property Management - 273-6116  
5201 SW 34th Street  
Topeka, KS 66614

Sterling Apartments  
Property Management - 233-8165  
705 Polk  
Topeka, KS 66611

The Terrace  
Property Management - 267-0822  
2207 W 29th Terrace  
Topeka, KS 66614

Trianon Apartments  
Property Management - 233-2095  
1320 SW 27th Street  
Topeka, KS 66611

Trojan Villa Apartments  
Property Management - 232-9224  
901 SW Tyler  
Topeka, KS 66612

University Heights  
Property Management - 233-7235  
1510 SW Lane  
Topeka, KS 66604

Villa West  
Property Management - 273-5129  
2744 SW Villa West Dr.  
Topeka, KS 66614

Wanamaker Twenty-Two Apartments  
Property Management- 273-8858  
5991 SW 22 Park  
Topeka, KS 66611

Washburn North Apartments  
Property Management - 232-9582  
1516 SW 17th Street  
Topeka, KS 66604

Weatherwood Apartments  
Property Management- 354-4412  
2045 SW MacVicar  
Topeka, KS 66604

Whispering Pines  
Property Management - 273-1392  
5820 SW Candletree Dr.  
Topeka, KS 66614

White Lakes Plaza  
Property Management - 267-2060  
3733 SW Plaza Dr, Apt 108  
Topeka, KS 66609

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## TOPEKA AREA APARTMENTS (Continued)

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Whitehall Apartments  
Property Management - 273-0932  
3930 Twilight Dr.  
Topeka, KS 66614



**HRSIC is centrally located in downtown Topeka with easy access from the Interstate.**

## II. REAL ESTATE

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### HOME OWNERSHIP

Buying an affordable home in Topeka can be a reality. This is particularly true if using VA or FHA loan guarantees. Here is a series of information (in plain speaking form) that can help align you to the idea of possibly purchasing a home

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### WHAT DO YOU WANT IN A HOME?

"Home Sweet Home" conjures up differing themes of every shape, size, and color as there are individuals. Unfortunately, too often, people rush into buying homes as quickly as they do automobiles. Too often we buy on impulse and appearance, rather than on sound judgment after an analytical assessment of how the house meets our needs.

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### THINGS TO DO FIRST

- Make a list of the features you want your home to have. Talk it over with your spouse and children (and anyone else who is experienced with the process).
  - Mark the items that are absolutely critical and nonnegotiable.
  - Go out and find the house that best meets your collective needs for a home.
  - Curb appeal and price are important, but if the house does not meet an overwhelming number of your critical needs, you need to muster the strength to say "no thank you" and walk away.
  - Determine the terms offered by the lender. Don't be afraid to stop and shop around. Lenders are like any merchant, they will negotiate to make the deal; don't take a 9.5% home loan if the market suggests 8.5%. Today you can find lenders who will negotiate good rates without big point buy downs
- 

### TIPS TO FOLLOW WHEN LOOKING

- Most homes sell on emotions and emotions do not last -- critical needs of the family do.
  - TOPEKA has a variety of styles and settings. Check them out. Find the house that has the right amount of bedrooms and bathrooms, but also has that fireplace you dreamed about and that little spot for gardening in the yard.
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Continued on Next Page

## REAL ESTATE (Continued)

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### **TIPS TO FOLLOW WHEN LOOKING** (Continued)

- Visit that selected home during different periods of the day
- Check on the schools, commuting distances, available shopping areas.
- Are there any special assessments against the house? Call the county clerk and simply ask, "are there any assessment against this property address".

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### **LOOK CAREFULLY AT THE HOME YOU SELECTED**

- Have the house professionally inspected.. For a cost of around \$300.00 and often less, a trained professional will come out and inspect the home for you to ensure there are no problems with the roof, structure, plumbing, wiring, foundation, or other mechanical devices (AC/heat). This will not include the pest inspection, which is done independently and usually paid for by the owner.
- What if someone makes an offer while having the inspection done and the owner accepts the offer. Make an offer contingent upon inspection of the property with no significant defect findings. Unless the seller is trying to hide something, most owners will agree to that formality without hesitation.

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### **AFTER THE INSPECTION**

- Once the inspection is complete and the house given a clean bill of health, you can rest easier knowing experienced people noted no problems.
- If, on the other hand, there are problems, you then have options available to you that you wouldn't have had without the inspection.
  - For instance, if the damage or problem is severe, say the entire roof needed to be replaced and the basement leaked excessively, you could terminate your contract.
  - If the damage or problem was slight, say a failing hot water heater, you could submit an amendment to the original contract, citing the findings of the inspector and requesting the seller to replace the hot water heater before closing.

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Continued on Next Page

## REAL ESTATE (Continued)

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### AFTER THE INSPECTION (Continued)

- The seller then has the option of saying okay or refusing your offer, or counter-offering. For instance, the owner might say "I won't replace it, but I will give you a \$300 allowance from the cost to pay for it."
- It eventually comes down to negotiation and accepting what you want to accept.

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### REAL ESTATE AGENTS

- For some unexplained reason, Real Estate Agents are viewed as warily as used car salesmen (this is not intended as a rap on the used car trade - just an observation of public sentiment).
- In any occupation, you are going to have that small percentage who live up to the public's low expectations - the real estate industry is no different. It would surprise you however, to know just how "professional" your average realtor is.

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### REAL ESTATE AGENT LICENSING

- All states vary in their professional requirements for licensing, but basically, very high standards are enforced, and the standards set by the National Association of Realtors and local Real Estate Boards often exceed the requirements of the law.
- In Kansas for instance, prospective licensees must make a considerable financial investment by taking a 30 hour fundamentals course, passing an expensive general knowledge exam and a Kansas State real estate law exam (90% is required for a passing grade) and be recommended by an established broker

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### REAL ESTATE AGENT REPRESENTATION

- Federal law mandates all potential real estate clients be presented with and sign a Designated Alternate Agency Relationship (DAAR) form.
  - This form elects the type of agency entered into (i.e. seller, buyer, dual, designated, etc.).
  - Real estate agents are allowed to enter into agreements as:
    - Buyer agents: representing the buyer's interests exclusively.
    - Dual agents: where both the seller and buyer are represented and no advantage is given in either direction.
-

## TOPEKA AREA REAL ESTATE COMPANIES

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CAPITOL CITY REAL ESTATE  
743 NE Forest Ave  
Topeka, KS 66616  
785/235-8333

CARTER REALTY  
6114 SW 21st Street  
Topeka, KS 66614  
785/273-2919

COLDWELL BANKER GRIFFITH BLAIR  
222 SW 29th Street  
Topeka, KS 66611-1997  
785/267-2700

ELENOR HART REAL ESTATE GROUP  
5815 SW 29th Street  
Topeka, KS 66614-2491  
785/273-1100

EXECUTIVE RESIDENCE  
P.O. Box 1782  
Topeka, KS 66601  
785/271-9800 or 233-4222

GREENBRIER REAL ESTATE INC.  
5120 SW 28th Street  
Topeka, KS 66614-2399  
785/273-1330

KIRK & COBB REALTORS, INC. (R)  
2810 SW Gage Blvd  
Topeka, KS 66614-2102  
785/272-5555

LAND KANSAS (R)  
1701 SW Fairlawn  
Topeka, KS 66604  
785/273-9966

JC. NICHOLS TOPEKA  
REAL ESTATE (R)  
2940 SW Wanamaker, Ste. 108  
785/273-4700 Topeka, KS 66614

PRUDENTIAL GREATER TOPEKA  
REALTORS  
2930 SW Wanamaker  
Drive Topeka, KS 66614  
785/271-2888

RE/MAX ASSOCIATES  
OF TOPEKA, INC.  
5815 SW 29th Street  
Topeka, KS 66614-2491  
785/273-1100

VALLEY, INC. REALTORS  
600 VanBuren  
Topeka, KS 66603

WHEATLAND PROPERTY  
MANAGEMENT  
5020 SW 28th Street  
Topeka, KS 66614  
785 /273-2000

### III. COAST GUARD HOUSING METHODS

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#### **USCG LEASED HOUSING PROGRAM**

- Government pays no security deposit, yet the lessor has the right to claim for damages.
  - Government includes utility costs in all leases.
  - Government will guarantee and issue rent and utility payments 30 days in arrears to lessor.
  - Lease contracts have clause that provides for utility expense increases based on lessor input.
  - Leased housing unit must include a stove, refrigerator, and central air and heat.
  - No separate landlord and occupant agreements will be allowed. Coast Guard cannot accept liability for window curtains, drapes, or furnishings in a unit. Furnished leases are not allowed.
  - The Coast Guard has the final determination as to the occupant, not the lessor.
  - Government has the unilateral right to cancel the lease with 31 day notice.
  - The Coast Guard will conduct entrance/exit and annual lease inspections to monitor occupant compliance with property lease; minimize damage and hold occupant accountable to high standards of military conduct.
  - Government optional renewal clause is a one page modification as opposed to a whole new contract.
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## COAST GUARD HOUSING METHODS (Continued)

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**USCG SET-A-SIDE HOUSING PROGRAM**      USCG HRSIC Housing Officer would contact Property Manager and offer opportunity to receive rental checks by mail, allotted from the military member's pay account for an amount not to exceed the members Basic Allowance for Housing amount.

PAYGRADE = BHA = RENT AMOUNT

<u>Rate</u>	BAH W/ <u>Dependents</u>	BAH WO/ <u>Dependents</u>
E-4	452.59	316.29
E-5	497.96	347.77
E-6	571.53	389.01
E-7	632.77	439.84

- Last Month's Rent and Security Deposit are then "Set-A-Side."
  - Agreement is between member and landlord.
  - Allotments will be payable to landlord, arrive at the first of the month and could also be arranged to be done by electronic fund transfer.
  - Rental agreements should reflect this arrangement.
- 

**NORMAL LEASE**

- Military member independently seeks out your housing unit and negotiates a lease.
- Property Manager should recognize military member's status and incorporate a military clause to rental agreement (no notice transfer happen!)

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**COAST GUARD LEASED HOUSING**

- The Coast Guard Housing Manual (COMDTINST M11101.13C), states that "Leased housing is a privilege provided to certain Coast Guard members in areas where specific pay grades are generally unable to afford adequate housing because of the high cost or unavailability of private housing or lack of Government-owned housing." (Art. 7-A-1). Eligibility for Coast Guard leased housing is based on the individual's pay grade, number of dependents, and the average cost of rental housing in the area.
- To apply for leased housing, fax an Application for Assignment to Military Housing (CG-5267), with a copy of your current BAQ/Dependency/Emergency Data and SGLI Validation (CG-4170A) to 785-295-2721

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## COAST GUARD HOUSING METHODS (Continued)

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### COAST GUARD LEASED HOUSING (Continued)

- Once eligibility has been determined, assignment to leased housing will be based on the following criteria:
  - Date of arrival in Topeka.
  - Number of bedrooms entitled to.
  - Availability of apartments/townhouses that will accept the CG lease.
  - Cost of the lease and utilities.
- When applying for Coast Guard leased housing keep in mind that housing meeting the standards outlined in the Coast Guard Housing Manual will be provided, based on the most economical housing available in the area. The Area Housing Authority will attempt to meet the needs and desires of the family, however the overriding determining factor in the selection and assignment to leased housing is dictated by the Coast Guard Housing Manual.

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### RESIDENTAL HOOKUPS AND UTILITIES

The following points of contact will assist you in establishing your utility service in Topeka. For areas outside of Topeka, you may need to consult the local phone directory for the appropriate utility company.

- TELEPHONE      Southwestern Bell      785-276-0001
  - Average installation is \$45.00. No deposit is charged currently unless current service is not up to date. It will take 2-3 business days for service.
- GAS & ELECTRIC: KPL (Kansas Power & Light) 785-234-0017, 200 W. 6th, Topeka, KS
  - If you do not have a letter of credit from your current service, a deposit of \$80.00 will be charged. It takes one (1) working day for service to be established. You will need ID, social security number, and phone numbers.
- WATER      City of Topeka Water      785-295-3818  
215 SE 7th Street, Topeka, KS
  - A deposit of \$25.00 is required. With a current ID, service can be transferred the same day.

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## COAST GUARD HOUSING METHODS (Continued)

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### RESIDENTAL HOOKUPS AND UTILITIES (Continued)

- TRASH
    - Several companies are available. The cost is \$9.00 to \$12.00 per month with pick-up once a week. Most companies request trash to be at front curb in containers or trash bags.
      - Aards - 785-233-1688
      - Shawnee County Refuse - 785-862-0023
      - Topeka Waste Systems - 785-233-2811
  - CABLE
    - TCI 785-233-5018  
1615 Washburn, Topeka, KS
      - No deposit is required, although they do collect one month in advance.
      - Installation is \$60.00 unless a special is in effect.
      - Regular basic cable \$20.04.
      - Expanded basic cable \$21.65 (Includes six (6) extra channels--AMC, ESPN, USA, TNT, A & E, And the Family Channel)
      - Premium channels are \$12.81 for one, \$6.00 for the 2nd, \$5.00 for each additional
-

#### IV. TOPEKA/SHAWNEE COUNTY TEMPORARY LODGING

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##### **TOPEKA TEMPORARY LODGING**

In the Topeka area there are many hotels/motels to choose from in a variety of price ranges and locations. Most hotels require reservations in advance for extended stays. Be certain to inquire if pets are allowed. The following listing is provided to help you obtain temporary lodging.

---

Liberty Inn  
3839 SW Topeka, 785/266-4700

The Senate Luxury Suites  
900 SW Tyler, 913/233-50501

Lincoln Inn  
904 SW Lincoln, 785/233-4200

The South Inn  
3847 SW Topeka, 785/267-1800

Lippincott's Fyshe House Homestay  
8720 W 85th St., 913/256-2772

The Woodward (B&B)  
1272 SW Fillmore 913/354-7111

Motel 6  
709 SW Fairlawn Rd., 785/272-8283

Traveler Motel  
4725 SW Topeka, 785/862-0980

Motel 6  
1224 SW Wanamaker Rd., 785/273-9888

Airport Value Inn  
3846 SW Topeka, 785/267-1222

Pinoak Motel  
1001 NE US Hwy 24, 785/232-2393

Best Western Candlelight Inn  
2831 SW Fairlawn Rd., 785/272-9550

Raceway Inn  
Forbes Industrial Park, 913/862-1414

Best Western Meadow Acres  
2950 SW Topeka, 785/267-1681

Ramada Inn Downtown  
420 SE 6th, 785/234-5400

Brickyard Barn Inn (B&B)  
4020 NW 25th, 913/235-0057

Residence Inn By Marriott  
1620 SW Westport Dr., 785/271-8903

ClubHouse Inn  
924 SW Henderson Rd., 785/273-8888

Sunflower Bed and Breakfast  
915 SW Munson, 785/357-7509

Comfort Inn  
1518 SW Wanamaker Rd., 785/273-5365

Taber Arms  
700 SW Washburn Ave., 785/232-3551

Country Club Motel  
3732 SW Topeka, 785/266-3732

New Ramada Inn at the Plaza  
3802 SW Topeka, 785/266-8880

Country View Estate (B&B)  
5425 SW Fairlawn Rd., 785/862-0335

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## TOPEKA/SHAWNEE COUNTY TEMPORARY LODGING (Continued)

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Days Inn  
151 0 SW Wanamaker Rd., 785/272-8538

Holiday Inn City Centre  
914 SE Madison, 913/232-7721

Econo Lodge  
1240 SW Wanamaker Rd., 785/273-6969

Holiday Inn West Holidome  
605 SW Fairlawn, 785/272-8040

Elderberry Bed and Breakfast  
1035 SW Fillmore, 913/235-6309

Holliday Park Bed & Breakfast  
1135 SW Western, 785/234-8384

Fairfield Inn  
1530 SW Westport Dr., 785/273-6800  
Hampton Inn  
1402 SW Ashworth Place, 913/273-0003

Knights Inn  
601 NW US Hwy 24, 785/233-7704

Super 8 Motel  
5968 SW 10th, 785/273-5100

Heritage House (B & B)  
3535 SW 6th Street, 785/233-3800

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## V. HOUSEHOLD GOODS DAMAGE CLAIMS

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**Reference** (a) ISC St Louis Claimant's Guide for HHG Claims

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**Introduction** Personnel moving into Topeka may experience HHG Damage. Reference (a) is the authoritative guide used to perfect HHG claims. Admin will provide a copy of reference (a) upon request

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**HHG Claim Process Owner** Admin will assist you and accept your HHG Claim. Admin will assign a claims investigating officer to adjudicate your claims through the process of settlement

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*Continued on Next Page*

## HOUSEHOLD GOODS DAMAGE CLAIMS (Continued)

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### HHG Damage Process Steps

Here is the nutshell version “how-to” guide for HHG claims:

- 1) At destination delivery, with your original inventory check-off sheet provided by the carrier, check-off inventory numbers as they are taken off the truck into your residence. Note damages and missing inventory numbers carefully.
- 2) Prior to delivery carrier departing, check inventory contents, note losses, damages, and missing items on DD Form 1840. The carrier provides the military member with DD Form 1840.
- 3) **COUNT 75 DAYS FROM HHG DELIVERY DATE**: \_\_\_\_ This is the absolute deadline date for you to inform carrier of HHG Damage.
- 4) After mover’s have left, each time you find new damage, write the inventory #, item name, nature of damage on the **REVERSE SIDE** of the DD-1840. After all your goods are checked, submit DD-1840R to the carrier prior to (3) date. Send it “Certified return receipt mail.”
- 5) Perfecting your HHG Claim. Word of caution--complete all blocks to the best of your ability. Again, Admin can help you.

\*Complete these forms and/or submit the copies as requested.

(a) DD-1840: Was the DD Form 1804 signed at delivery? Are all the exceptions noted on either the 1840 or 1840R? If not, explain why. Is the extent of the damage and item number listed correctly? Submit the original tissue copy.

(b) DD-1840R: Is MLCLANT listed in block 4A on the 1840R? Did the claimant or Investigating Officer sign and date the 1840R before mailing? Note: The DD-1840R must be sent via certified mail, return receipt requested, and the green postal receipt card must be included in the claim package. Submit the original tissue copy.

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## HOUSEHOLD GOODS DAMAGE CLAIMS (Continued)

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### HHG Damage Process Steps (Continued)

(c) Shipping Inventory - Numerical Order (Originals).

(d) SF-1203: Government Bill of Lading (GBL) - Submit the original tissue copy only.

(e) Air Waybill - When unaccompanied baggage U/B shipments are moved via air, an Air Waybill number must be included in the claim package. If not readily available, this number can normally be obtained from the destination agent/contractor or Transportation Officer.

(f) CG-5131: PCS Orders - 1 copy only.

\*(g) CG-4112: Personal Property Claim - Double check that all appropriate blocks are filled in. Pay particular attention to blocks 8, 15, 18 and 19. Claims must be signed by the claimant or a designated agent with a Power of Attorney. Submit original only.

\*(h) CG-4111: Demand on Carrier/Contractor - Reverse side - are Blocks 23a to 23f properly filled out? Did the claimant list the same description as shown on the DD-1840/1840R? **Add inventory #; name of item, date purchased.**

\*(i) Bills/Estimates - Is each one properly labeled with an inventory number as listed on the shipping inventory? For claimed dollar amounts over \$200.00, two estimates are needed. For damaged items \$50 to \$200 - one estimate or quote is needed. Under \$50 - claimant should be ready to prove loss. Best method to prove value is to provide a JC Penny, Sears, catalog cut-out item that is the same or similar replacement item. If obtaining estimates is unreasonable or impractical, please explain in Investigating Officer's report.

**(Photographs of the damaged items are strongly encouraged.)**

(j) Keep all damaged items, broken dishes, bruised furniture. The claims Investigating Officer needs to see such items.

## **Chapter 3**

### **GETTING AROUND TOPEKA**

**Topeka is the capital and third largest city in Kansas.**



## I. PRIVATE AUTOMOBILES AND LICENSING REQUIREMENTS

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### PRIVATE AUTOMOBILE REGISTRATION

- Coast Guard members on active duty stationed in Kansas may maintain vehicle registration in their home state. They may, if they desire, obtain Kansas registration for their automobile or register their newly acquired automobile in Kansas.
- Your car tags in Kansas belong to and are assigned to you as an individual for a certain automobile, so when you sell or trade cars you keep your tags and get them reassigned to your newly-acquired auto by going to the local county tag office and completing the proper form. If you cannot obtain Kansas tags immediately, you should get a 30-day temporary permit. The cost of your tags varies with the weight and size of your car.
- Kansas does not have a motor vehicle safety inspection law; however, a vehicle being titled in Kansas for the first time must have its vehicle identification number (VIN) verified by actual inspection. You may do this at the address in contained Para. a(1) below.

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### REQUIRED DOCUMENTATION

The following documentation must be supplied to the Shawnee County Appraiser's office prior to registering your vehicle(s) in the state of Kansas:

- Photocopy of the service member's military ID card.
- Photocopy of the service member's Leave and Earnings Statement (LES).
- Copy of the service member's official travel orders.
- Military Affidavit Application for the exemption from personal property taxation.

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### WHERE TO GO

The below information is provided for your use in registering your vehicle(s):

- Kansas Highway Patrol Troop B Headquarters, 220 S.W. Gage, Topeka. Tele: 296-3102
  - Shawnee County Appraiser's Office, 1515 N.W. Saline, Topeka. Tele: 233-2882
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## **PRIVATE AUTOMOBILES AND LICENSING REQUIREMENTS** (Continued)

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### **DRIVER'S LICENSES**

Coast Guard members on active duty stationed in Kansas may maintain their current driver's license. However, if you become a resident of Kansas and obtain a Kansas registration/title for your vehicle, you must obtain a Kansas driver's license.

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### **WHERE TO GO**

The below information is provided for your use in obtaining a driver's license:

- Driver's License Exam Station, 3722 S.W. Burlingame Circle, Topeka. Tele: 266-7380
  - Driver's License Exam Station, National Guard Armory, 220 Iowa Street, Lawrence. Tele: (913) 843-9593
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## **II. PUBLIC TRANSPORTATION AND PARKING AVAILABILITY**

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### **BUS SERVICE**

The Topeka Metropolitan Transit Authority operates intra-city bus lines and the LIFT. The LIFT provides service for handicapped and elderly residents. Greyhound-Trailways Lines provides intercity service from Topeka.

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### **WHO TO CONTACT**

The below information is provided for your use obtaining public transportation:

- Topeka Metropolitan Transit Authority, 735 So. Kansas Avenue, Topeka. Tele: 354-9571
  - The LIFT, 201 No. Kansas Avenue, Topeka. Tele: 232-9100
  - Greyhound-Trailways Bus Lines, 200 S.E. Third Avenue, Topeka. Tele: (800) 231-2222
- 

### **MASS TRANSIT FARE BENEFIT PROGRAM**

This program is offered to Coast Guard military and civilian employees who certify they are not listed as members or holders of a workplace motorized parking permit issued by a Federal agency, do not use a government parking space, and do not have the use of a Government vehicle for commuting to and/or from their workplace. For further information, please contact Mr. Tom Owells, QA/FR, at 357-3627.

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## **PUBLIC TRANSPORTATION AND PARKING AVAILABILITY (Continued)**

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### **PUBLIC PARKING**

Parking is available in the Federal Building; however, the wait for a space is usually 1 to 2 years. Other parking that is available within a walking distance of the federal building is as follows:

- Townsite Plaza, 1 Townsite Plaza, Topeka.  
Tele: 368-3759 (Ask for Roxanne).
- 

## **III. OTHER TRANSPORTATION (AIR SERVICE AND RAIL SERVICE )**

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### **AIR SERVICE**

Commercial air service is provided by most major carriers at Kansas City International (KCI) Airport, located 70 miles east of Topeka. Below are a few of the major carriers and their telephone numbers for your convenience:

- American Airlines ..... 1-800-433-7300
  - Continental Airlines ..... 1-800-523-3273
  - Delta Airlines ..... 1-800-221-1212
  - Northwest Airlines ..... 1-800-225-2525
  - Southwest Airlines..... 1-800-435-9792
  - United Air Lines ..... 1-800-241-6522
  - US Air..... 1-800-428-4322
- 

### **OTHER AIR SERVICE**

- U.S. Air at Forbes Field, located 7 miles south of downtown Topeka.
  - Carlson Travel Network handles all government transportation for military and civilian employees assigned in the Topeka, Kansas area. You may reach them at 1-800-283-3040.
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*Continued on Next Page*

## **OTHER TRANSPORTATION (AIR SERVICE AND RAIL SERVICE)**

(Continued)

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### **AIRPORT**

#### **TRANSPORTATION**

Two airport limo services operate from Topeka to KCI airport on a daily basis.

- KCI Roadrunner, 1004 S.W. Fairlawn Road, Topeka. Tele: (800) 826-8294
- Travelers Express, 400 S.E. Madison, Topeka. Tele: (800) 747-2KCI

Both of these companies require advance reservations and provide discounts to military members.

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### **RAIL SERVICE**

Burlington Northern Santa Fe, Union Pacific, and the St. Louis-Southwestern provide freight service to and from Topeka. Amtrak provides passenger service.

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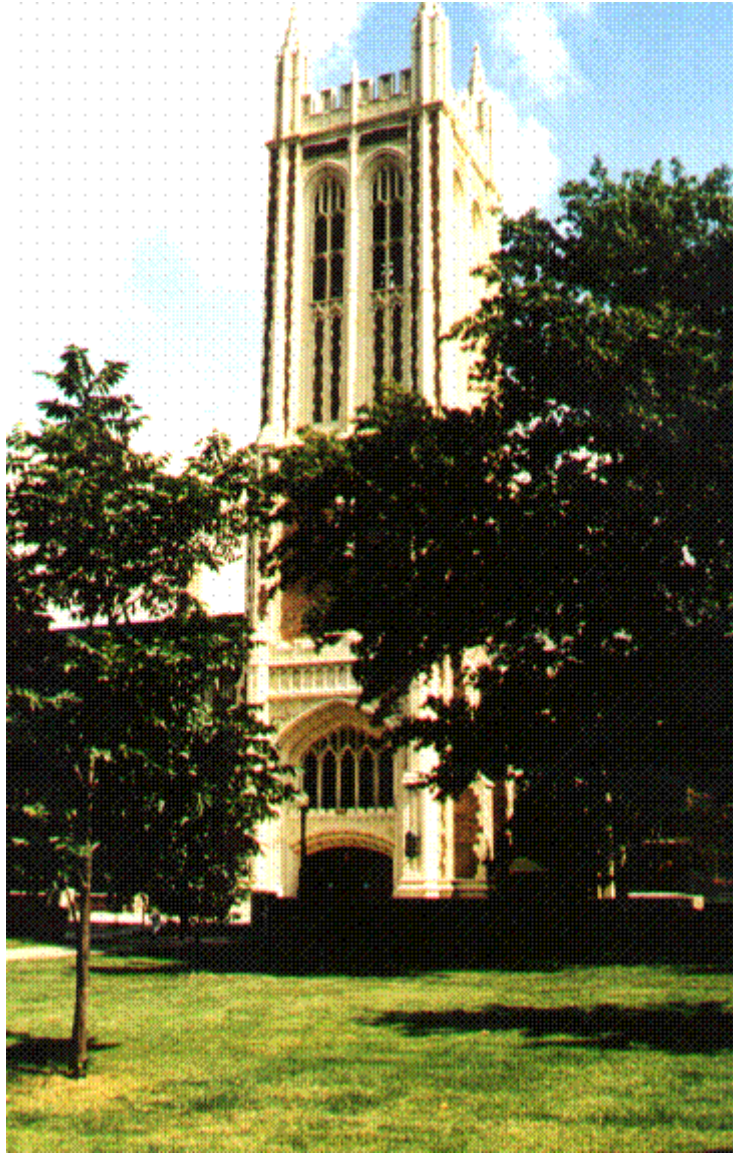
### **WHO TO CONTACT**

For passenger service, contact the following:

- Amtrak National Rail Passenger Service, 5th and Holiday, Topeka. Tele: 357-5362
-

## **Chapter 4**

### **Schools**



**Topeka High School is one of five public high schools in the Topeka area.**

## I. TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE

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### TOPEKA AREA SCHOOLS

- The Topeka area offers many educational alternatives from five public school districts, to several private schools to choose from.
  - Topeka and the surrounding area offers many opportunities for continuing education at some of the nation's best colleges and universities.
  - The public and private schools have various requirements for admission, ranging from shot records to physicals.
  - The choice of schools is a critical factor in choosing an area to buy or rent a home.
- 

### THINGS TO CONSIDER IN CHOOSING A SCHOOL:

- Student to teacher ratio.
  - Average class size.
  - Public or private.
  - Transportation.
  - Special programs and activities.
  - Facilities.
  - Neighborhood.
  - Cost.
- 

### ADDITIONAL INFORMATION

The following points of contact can be used to obtain further information:

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#### ADMINISTRATIVE OFFICES

#### Address

#### Telephone

(Area Code 785)  
862-0419

Auburn Washburn, USD #437  
Mr. Howard L. Shuler, Supt.

5928 SW 53rd Street  
Topeka, KS 66610-9451

Seaman, USD #345  
Dr. Kent Hurn, Supt.

901 NW Lyman Road  
Topeka, KS 66608-1900

575-8600

Shawnee Heights, USD #450  
Dr. Stephen McClure, Supt

4401 SE Shawnee Heights Road  
Tecumseh, KS 66542

379-5800

Silver Lake, USD #372  
Mr. Robert AJbers, Supt

200 Rice Road  
Silver Lake, KS 66539

582-4026

Topeka Public Schools, USD #501  
Dr. Jeffrey W. Weaver, Supt

624 SW 24th Street  
Topeka, KS 66611-1294

233-0313

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*Continued on Next Page*

## TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE (Continued)

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Topeka Catholic School System      401 Gage Boulevard      272-5210  
Mr. Benno Schluterman, President      Topeka, KS 66606-2023

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### PUBLIC SCHOOLS

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<b>AUBURN WASHBURN USD #437</b>	Auburn Elementary (K-6)	810 North Commercial Auburn, KS 66402	256-2433
	Indian Hills Elementary (K-6)	7445 SW 29th Street 66614	478-3660
<b>ELEMENTARY</b>	Pauline Central Primary (K-3)	6625 SW Westview 66619	862-1150
	Pauline South Intermediate (4-6)	7035 SW Morrill Road Wakarusa, KS 66546	862-0236
	Wanamaker Elementary (K-6)	6630 SW 10th Street 66615	272-3636
	Jay Shideler Elementary (K-6)	4948 SW Wanamaker 66610	862-4200
<b>MIDDLE SCHOOL</b>	Washburn Rural Middle School (7 & 8)	5620 SW 61st Street 66619	862-1490
<b>HIGH SCHOOL</b>	Washburn Rural High School (9-12)	5900 SW 61st Street 66619	862-0958
<hr/>			
<b>SEAMAN USD #345</b>	East Indianola Elementary	2000 NW Clay 66608	575-8750
	Elmont Elementary	643 NW Elmont 66618	286-8450
<b>ELEMENTARY</b>	Indian Creek Elementary	4303 NE Indian Creek Rd 66617	286-8470
	Lyman Elementary	2032 North Kansas Ave 66608	575-8770
	North Fairview Elementary	1941 NE 39th Street 66617	286-8500
	Pleasant Hill Elementary	5830 NW Topeka Blvd. 66617	286-8510
	Rochester Elementary	3421 NW Rochester Road 66617	286-8530
	West Indianola Elementary	4201 NW Brickyard Road 66618	286-8550

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**TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE** (Continued)

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<b>SEAMAN USD #345 JUNIOR HIGHS</b>	Logan Junior High	1124 NW Lyman Road 66608	575-8700
	Northern Hills Junior High	5620 NW Topeka Blvd. 66617	286-8400

<b>HIGH SCHOOLS</b>	Seaman High School	4850 NW Rochester Road 66617	286-8300
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<b>SHAWNEE HEIGHTS USD #450 Elementary</b>	Berryton Elementary	2921 SE 69th St. Berryton, KS 66409-9709	861-1300
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	Shawnee Heights Elementary	2410 SE Burton Dr. Topeka, KS 66605-1913	357-5400
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	Tecumseh North Elementary	314 SE Stanton Rd. Tecumseh, KS 66542-9618	379-5910
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	Tecumseh South Elementary	3346 SE Tecumseh Rd. Tecumseh, KS 66542-9754	379-5950
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<b>MIDDLE SCHOOL</b>	Shawnee Heights (7-8)	4335 SE Shawnee Heights Rd. Tecumseh, KS 66542-9796	379-5830
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<b>HIGH SCHOOL</b>	Shawnee Heights (9-10)	4141 SE Shawnee Heights Rd. Tecumseh, KS 66542-9794	379-5860
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	Shawnee Heights (11-12)	4201 SE Shawnee Heights Rd. Tecumseh, KS 66542-9795	379-5880
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<b>SILVER LAKE USD #372 ELEMENTARY</b>	Silver Lake Elementary	200 Rice Road Silver Lake, KS 66539	582-4081
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<b>JUNIOR HIGH</b>	Silver Lake Junior High	200 Rice Road Silver Lake, KS 66539	582-4081
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<b>HIGH SCHOOL</b>	Silver Lake High School	200 Lake Silver Lake, KS 66539	582-4639
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**TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE (Continued)**

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<b>TOPEKA PUBLIC SCHOOLS USD #501  ELEMENTARY</b>	Avondale East Elementary	455 Golf Park 66605	274-4655
	Avondale West Elementary	3229 Westview 66611	274-4775
	Bishop Elementary	3601 SE 31 St Street 66614	271-3735
	Highland Park Central Elementary	2717 Illinois 66605	575-6635
	Linn Elementary	200 SE 40th Street 66609	274-4755
	Lowman Hill Elementary	1101 Garfield 66604	575-6875
	Lundgren Elementary	1020 Forest 66616	575-6785
	McCarter Elementary	5512 SW 16th Street 66604	271-3755
	McClure Elementary	2529 SW Chelsea Drive 66614	271-3785
	McEachron Elementary	4433 SW 29th St. Terr 66614	271-3765
	Kay Meadows Elementary	201 SW Clay Street 66606	291-1500
	Quincy Elementary	1500 North Quincy 66608	575-6815
	Quinton Heights Elementary	2311 SW Topeka Blvd 66611	575-6825
	Randolph Elementary	1400 Randolph 66604	575-6835
	Ross Elementary	1400 SE 34th Street 66605	274-4665
	Shaner Elementary	1600 SW 34th Street 66611	274-4765
<b>MAGNET SCHOOLS</b>	State Street Elementary	500 Sumner 66616	575-6845
	Stout Elementary	2303 College 66604	575-6855
	Whitson Elementary	1725 Arnold 66604	271-3775
<b>MAGNET SCHOOLS</b>	Scott Computer Technology Magnet School	401 SE Market Street 66607	291-1600
	Williams Science/Fine Arts Magnet School	1301 SE Monroe 66612	291-1700
<b>MIDDLE SCHOOLS</b>	Chase	2250 State Street 66616	575-6600
	Eisenhower	3305 Minnesota 66605	274-4600
	French	5257 SW 33rd Street 66614	271-3600
	Jardine	2600 SW 33rd Street 66611	274-4700
	Landon	731 SW Fairlawn 66606	271-3700
	Robinson	1125 SW 14th Street 66604	575-6700
<b>HIGH SCHOOLS</b>	Highland Park High School	2424 California 66605	266-7616
	Topeka High School	800 SW 10th Street 66612	232-0483
	Topeka West High School	2001 SW Fairlawn 66604	272-1643
<b>SPECIALTY SCHOOLS</b>	Parkdale Pre-School Center	1115 East 10th 66607	575-6970
	Headstart	1155 SW Seabrook 66604	273-8249
	Topeka Alternative Education Ctr	1900 Hope 66604	272-3811
	Teen pregnancy and drop-out		

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*Continued on Next Page*

## TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE (Continued)

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<b>TOPEKA CATHOLIC SCHOOL SYSTEM  ELEMENTARY</b>	Assumption Elementary	735 Jackson 66603	235-0953
	Christ the King Elementary	5973 SW 25th Street 66614	272-2220
	Holy Name Elementary	934 Clay 66606	233-1727
	Most Pure Heart of Mary Elem.	1750 Stone 66604	272-4313
	Our Lady of Guadalupe Elem	210 North Branner 66616	233-9171
	Sacred Heart Elementary	1725 Seward 66616	234-8980
	St. Matthew's Elementary	1000 SE 28th Street 66605	235-2188
<b>HIGH SCHOOL</b>	Hayden High School	401 SW Gage Blvd 66606	272-5210
<hr/>			
<b>PRIVATE SCHOOLS</b>	Cair Paravel Latin School	635 Clay 66606	232-3878
	Faith Baptist Christian	2401 Belle Avenue 66614	272-8135
	Knollwood Baptist School	1813 SW 29th Street 66611	267-4640
	Seventh Day Adventists	2431 SW Wanamaker RD 66614	272-9474
	Topeka Christian Academy	Forbes Field 66619	862-2525
	Topeka Lutheran School	701 Roosevelt 66606	357-0382
	Topeka Collegiate	201 SE 59th Street 66619	862-9481
	Heritage Christian School	3102 NW Topeka Blvd	286-0427
<hr/>			
<b>OTHER SCHOOLS</b>	The Capper Foundation	3500 SW 20th Street 66604	272-4060
	State Rehabilitation Center for the Blind	2516 SW 6th Street 66606	296-3311
	Topeka Association for Retarded Citizens	2701 Randolph 66611	232-0597
<hr/>			
<b>VOCATIONAL- TECHNICAL SCHOOLS</b>	Bryan Career College	1527 SW Fairlawn Road 66604	272-0889
	Kaw Area Technical School	5724 SW Huntoon 66604	273-7140
	Plumbing & Heating Apprenticeship School	2132 S Kansas Ave. 66611	234-2006
	Topeka Technical College	1620 NW Gage Blvd. 66618	232-5858
<hr/>			
<b>COLLEGES &amp; UNIVERSITIES</b>	Allen County Community College	100 Bloomquist Dr. Burlingame, KS 66413	654-2416
	Baker University School of Professional & Graduate Studies	6220 SW 29th Street 66614	272-6442
	Emporia State University	1200 Commercial, Box 34 Emporia, KS 66801	316-341-5465

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## TOPEKA/SHAWNEE COUNTY SCHOOL PROFILE (Continued)

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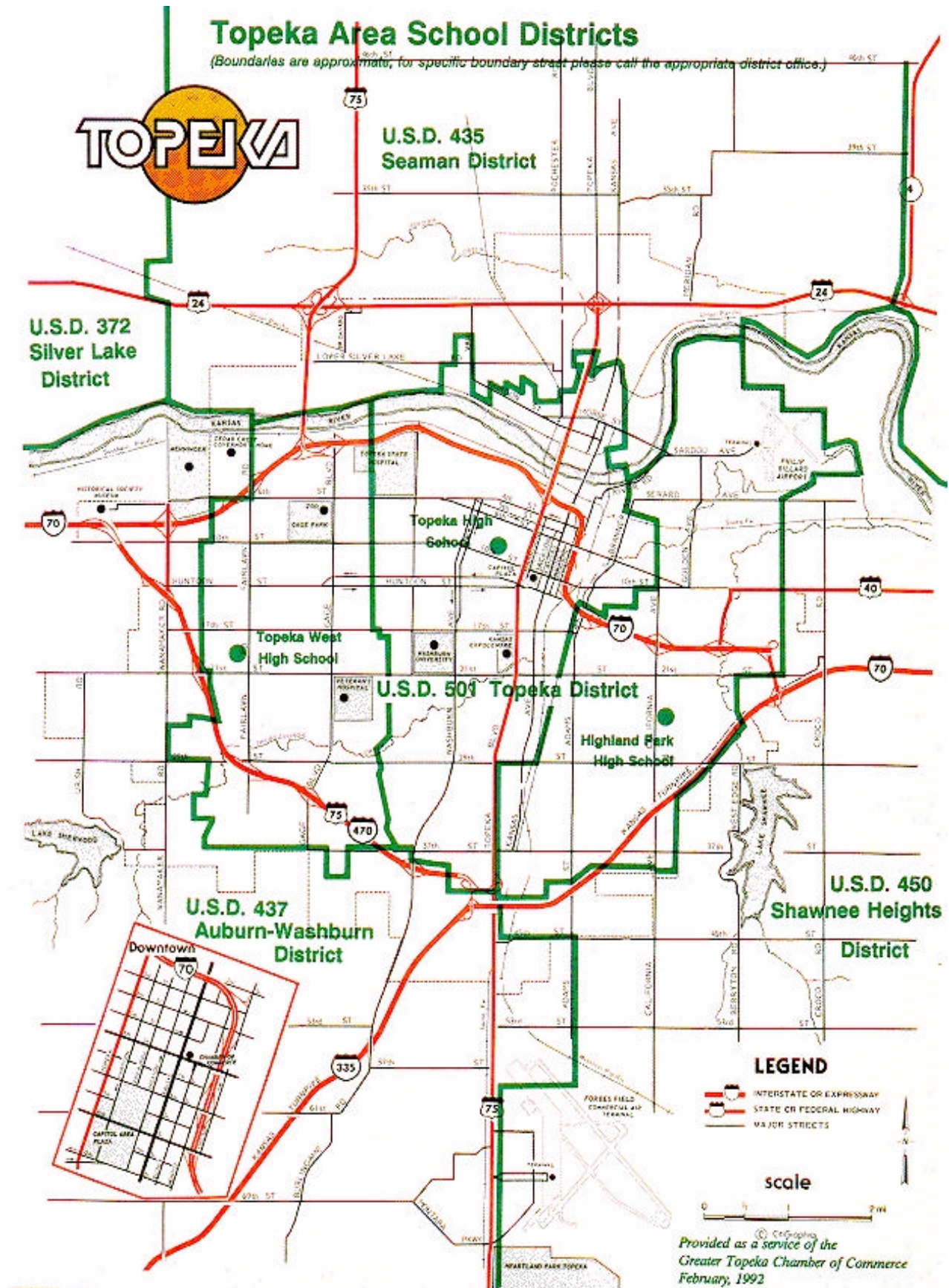
### COLLEGES & UNIVERSITIES

	Friends University	2820 SW Mission Woods Dr. Topeka, KS 66614	272-9595
(Continued)	Johnson County Community College	12345 College Blvd. Overland Park, KS 66210	913-469-8500
	Highland Community College	PO Box 68, Highland, KS 66035	442-6000
	Kansas City Kansas Community College	7250 State Ave Kansas City, KS 66112	913-334-1100
	Kansas State University	Manhattan, KS 66506	825-0275
	University of Kansas	Lawrence, KS 66045	864-4515
	Washburn University of Topeka	1700 College 66621	231-1010

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# Topeka Area School Districts

(Boundaries are approximate, for specific boundary street please call the appropriate district office.)





## **Chapter 5**

### **FAMILY CARE SERVICES**



**Topeka is a family friendly community, with many activities  
available for children of all ages.**

## I. CHILD DAY CARE SERVICES

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### CHILD CARE SERVICES

Topeka has a broad range of child care services. Half-day, full day, and after school care plans are widely available. Some facilities offer pre-school educational services while others simply "baby-sit." Use this guide to jot down notes on the facility when you call. Here are some general questions to ask about day care:

- Where is day care located compared to home and work?
- What is the commute to the facility?
- Is the facility properly licensed?
- What is the monitoring parent to child ratio?
- What items (clothing, diapers, food, etc.) are required to be made available?
- Is the facility closed on holidays (on weekends)?
- What is the policy on snow days or when electrical power is not working? Do you still have to pay?
- What is the cost? Per day? Per half-day?
- What other fees are involved or could be required?
- Is there a late-to-pickup-child fee?
- Is there an available discount for military members?
- Did you get a positive, enthusiastic response to your questions about the facility?
- Who did you talk to about the day care facility?  
Recommend you speak to the Director, a teacher, a care worker, an assistant care worker, and the food service technician; speak to as many people as possible when you are close to choosing a facility.

---

### CHILD DEVELOPMENT SERVICES MANUAL

COMDTINST M1754.15, the program manual, is a resource you can consult regarding child care services. Implementing resources and information follow:

USCG Dependent Resource Coordinator  
Integrated Support Command, St. Louis,  
(315) 539-3900 - ext: 235.

Work-Life Staff:

1-800-USCG WLS - Ext: D 0 2.

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## CHILD DAY CARE SERVICES (Continued)

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### **TEN PERCENT DISCOUNT**

The Department of Transportation (DOT) has negotiated discounts with national child care chains to offer discounted rates, up to 10 percent, to all DOT employees. The names of participating chains can be obtained from the above Dependent Resource Coordinator

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### **WORK AND YOUR CHILDREN**

Ultimately, the member (employee) is responsible for finding reliable child care. The command, business line managers, and all supervisors are sensitive to this family issue and make allowances to ensure child care issues are resolved. A government move (PCS) disrupts child care routines and can create stress in the family. Think through the following issues:

- Advance planning, making phone calls to facilities and discussing your child care needs, is a necessity.
  - Before it happens, prepare your children for the move. Figure a way to introduce change that makes it exciting and fun. All CG Work-Life Resources have guides and leaflets available to help introduce such changes.
  - Keep supervisors informed of your progress or problems in finding child care. Sponsors should be able to help.
  - Use your delay enroute (leave before reporting for duty) to get children into a new routine and successfully established at a new care or school facility.
  - Remember to save annual leave for child or child care emergencies. It is not uncommon to have school or daycare closures because of bad weather or a sick child.
  - At least 15% of our assigned military are single-parent families. Your sponsor can introduce you to such a member and maybe they can provide advice on how they cope or start a support group ... a key to success is networking.
- 

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## CHILD DAY CARE SERVICES (Continued)

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### CHILD CARE FACILITIES IN TOPEKA

Contact the following providers to meet your needs. Make sure you find the care center locality on the Topeka City Map provided!

Disclaimer: This is an unofficial, non-inclusive resource for incoming personnel. The Coast Guard does not recommend nor recognize any preference with the listed businesses. Our aim is to list as many businesses as possible so members from out of town can inquire about their services.

---

### RELIGIOUS ORGANIZATIONS WITH CHILD CARE FACILITIES

- All God's Children Preschool - 478-4100
  - Christian Child's Center - 234-4509
  - Faith Lutheran Preschool - 272-1070
  - First Baptist Day Care - 266-7204
  - First Christian Day Care - 272-4291
  - Holy Name Church Day Care - 232-1603
  - Most Pure Heart of Mary Care - 272-4791
  - United Methodist Daycare - 233-3494
  - Northland Christian Daycare - 286-1944
  - Salvation Army Daycare - 233-9648
  - Topeka Lutheran Preschool - 357-0382
- 

### EVERYONE'S RESOURCE CENTER (ERC)

(785) 357-5171 [1-800-279-2ERC]

- makes referrals of care centers only.
  - maintains computer listing of licensed/registered care.
  - has printed info on interviewing & screening care centers.
  - will do a follow-up to make sure your needs are met.
  - provides all services free of charge
- 

### CHILD CARE SOURCES IN TOPEKA

- ABC Learning Center .....(785) 276-2335  
4501 NW Oakely Avenue
  - Aunt Judy's Day Care.....(785) 235-6668  
2322 SW Central Park Avenue
  - Ba-Ba's Kids Day Care .....(785) 354-4996  
200 SE Lime
  - Books & Blocks Academy .....(785) 266-5150  
206 SE Lakewood Court
  - Bright Circle Montessori School (785) 235-1033  
401 Oakley Avenue
  - Castle Square Child Care .....(785) 235-1256  
2018 SE Swygart
- 

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## CHILD DAY CARE SERVICES (Continued)

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### CHILD CARE SOURCES IN TOPEKA (Continued)

- Children's Day Out..... (785) 272-5999  
1234 SW Fairlawn Road
- Crayon Campus ..... (785) 235-3276  
3110 SW 10th Street
- Forever Friends Intergenerational  
Center..... (785) 478-9440  
3124 SW Landsdown
- Heide & Peter Academy  
Day Care ..... (785) 273-0246  
5400 Huntoon
- Ishaus Daycare..... (785) 232-5705  
215 SW Tyler
- Kiddicat Day Center ..... (785) 272-2001  
4640 SW 35th Street
- Kidde Kollege Day Care ..... (785) 232-1770  
1117 SE Washington
- Kindercare Learning Centers..... (785) 273-6099  
2801 SW Wesport Plaza Dr.  
3720 Mulvane Street  
4221 SW 15th Street
- La Petite Academy..... (785) 273-7912  
5999 SW 22nd Park
- Loving Care Child Center ..... (785) 267-6922  
3113 SW Wisconsin Avenue
- Michelle's Eastbound Daycare..... (785) 234-4753  
430 Winfield
- Mothers Helper Childcare  
Services - RESOURCE..... (785) 232-5488  
1195 SE Wayne
- Sitters on Call ..... (785) 478-0766  
7422 SW Bingham Road
- So For Real Day Care ..... (785) 267-1987  
3313 SW Dupont
- Tanyette's Tot Time ..... (785) 271-5224  
Teddy Bear TLC Nursery  
Childcare Center ..... (785) 228-0123  
6209 SW 10th Street
- Toddler Town Special  
Purpose Child Care..... (785) 234-8696  
616 SW Western Avenue

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## **CHILD DAY CARE SERVICES (Continued)**

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### **CHILD CARE SOURCES IN TOPEKA (Continued)**

- Topeka Day Care Inc. .... (785) 233-1794  
Central Park Learning Center  
Highland Park Learning Center  
Potwin Learning Center
  - University Child Development..... (785) 232-0263  
1621 SW College
  - YMCA Child Care Facilities..... (785) 354-8591  
Many locations.
  - YWCA Child Care Facilities ..... (785) 233-1750  
Many Locations.
- 

## **II. AFTER SCHOOL AND FAMILY ACTIVITIES**

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### **FAMILY AND AFTER-SCHOOL ACTIVITIES**

Getting involved in after-work or after-school activities is easy in Topeka. There are many programs to choose from ... aerobics to quilting; for children and adults. Based on where you live and how far you wish to travel, many communities have the standard league programs, such as baseball, softball, football, volleyball, swimming, soccer, etc. The key is getting information about them and this list will help you on your way:

- Boy Scouts of America (785) 354-8541
- Boys and Girls Clubs
- of Topeka (785) 234-5601
- Camp Fire Girls (785) 272-0601

#### **CAMP GROUNDS**

- K.O.A. Camp Ground (785) 484-2656
  - Millcreek Camp Ground (785) 636-5321
  - Lake Shawnee Recreation area  
and camp ground (785) 267-1859
  - City of Topeka Recreation
  - Division Administration (785) 368-3838
  - CitySource Information (785) 295-3945
  - Parks & Rec - dial 700 Baseball Youth - dial 712
  - Soccer Youth - dial 747 Aquatics Youth - dial 706
  - Softball Adult - dial 748 Basketball Youth - dial 714
  - Volleyball - dial 761 Youth Activities - dial 764
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## AFTER SCHOOL AND FAMILY ACTIVITIES (Continued)

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### PARKS AND RECREATION

- Abbot Community Center.....(785) 368-3784
  - Central Park Community Center .....(785) 368-3796
  - Crestview Community Center .....(785) 272-8361
  - Garfield Community Center .....(785) 368-3787
  - Hilcrest Community Center .....(785) 368-3790
  - Oakland Community Center.....(785) 368-3791
- 

### COMMUNITY PROGRAMS

- ATHLETICS HOTLINE ..... (785) 232-6120
  - ATHLETIC INFORMATION ..... (785) 286-3358
  - ATHLETICS AND AQUATICS..... (785) 368-3808
  - CREATIVE PLAY PRESCHOOL..... (785) 273-6330
  - YOUTH ATHLETICS..... (785) 368-3799
  
  - GOLF ..... (785) 272-0511
  
  - SWIMMING POOLS ..... (785) 271-5300
  - facilities locations at Blaisdell, Crestview,
  - Garfield, Hilcrest, and Oakland.
  - ZOO information ..... (785) 272-7042
  - 4-H Club..... (785) 232-0062
  - Fort Leavenworth Information ..... (785) 684-4021
  - Many programs and facilities.
  - Fort Riley Information..... (785) 239-2672
  - Many programs and facilities.
  - Girl Scouts of America..... (785) 273-3100
  - Girls Inc of Topeka YWCA ..... (785) 232-3027
  - Harold Kossover Tennis Facility..... (785) 273-0030
  - Topeka Youth Project..... (785) 273-4141
  - Topeka Teens making a Difference..... (785) 232-6333
  - Shawnee County Parks & Recreation . (785) 267-1156
  - Southwest Youth Athletic
  - Association ..... (785) 862-3929
  - Wood Valley Racquet Club
  - and Fitness Center..... (785) 266-8000
  - YMCA Downtown Information ..... (785) 354-8591
  - Many city locations.
  - YWCA Downtown Information ..... (785) 233-1750
  - Many city locations.
-

### III. RELIGIOUS ORGANIZATIONS

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#### RELIGIOUS ORGANIZATIONS IN TOPEKA

The following non-inclusive list is provided so that newcomers to Topeka can reach out and ask the management level of a particular religious organization, what activities and services are available that interest them and meet their needs. This list identifies its management level, not its individual organized churches, mosques, or synagogues.

American Baptist Churches of the Central Region	(785) 272-7622
Christian Church in Kansas	(785) 233-1844
Christian Science for Kansas	(785) 233-7483
Church of Christ Central	(785) 233-6152
Church World Services	(785) 272-8322
Episcopal Diocese of Kansas	(785) 235-9255
Interfaith of Topeka, Inc.	(785) 357-1493
Kansas-Nebraska Conference of Seventh Day Adventist	(785) 478-4726
Kansas Nebraska Convention of Southern Baptists	(785) 273-4800
Kaw Valley Southern Baptist	(785) 267-1233
Temple Beth Sholom	(785) 272-3880
United Methodist Church	(785) 272-9111

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#### DENOMINATIONAL LISTING

Here is a sample listing of the available churches in Topeka. You are requested to find your religious preference, contact the resource, and then inquire whether other similar denominations are located (many have multiple listings, but only one is shown because the list is so extensive).

African Methodist Episcopal	(785) 233-3656
American Orthodox	(785) 354-7718
Anglican	(785) 233-1367
Apostolic	(785) 354-4243
Assemblies of God	(785) 234-5555
Baha'i Faith	(785) 271-5857
Baptist	(785) 266-6837
Baptist American	(785) 267-0380
Baptist Missionary	(785) 232-4856
Baptist Southern	(785) 273-2811
Bible	(785) 272-7462
Brethren	(785) 286-1290
Catholic	(785) 273-0710

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*Continued on Next Page*

## RELIGIOUS ORGANIZATIONS (Continued)

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<b>DENOMINATIONAL</b>	Charismatic.....(785) 273-1149
<b>LISTING</b>	Christian .....(785) 286-1204
(Continued)	Christian Disciples of Christ .....(785) 379-5642
	Church of Christ.....(785) 233-6157
	Church of God .....(785) 232-5503
	Church of God-Anderson .....(785) 266-5184
	Church of God in Christ.....(785) 232-2478
	Church of God of Prophecy.....(785) 357-1341
	Church of Jesus Christ
	of Latter Day Saints .....(785) 266-7503
	Church of the Nazarene.....(785) 232-3316
	Covenant.....(785) 273-3770
	Eastern Orthodox.....(785) 354-7718
	Ecumenical .....(785) 232-6196
	Episcopal .....(785) 272-5144
	Jehovah's Witness.....(785) 266-0404
	Jewish.....(785) 272-3880
	Korean .....(785) 235-8738
	Lutheran .....(785) 271-0808
	Lutheran-Evangelical .....(785) 272-5302
	Mennonite.....(785) 478-2929
	Methodist-United.....(785) 272-3676
	Orthodox .....(785) 354-7718
	Pentecostal.....(785) 232-5116
	Presbyterian .....(785) 272-2603
	Presbyterian-USA .....(785) 232-7758
	Salvation Army.....(785) 233-9648
	Seventh Day Adventist.....(785) 272-1131
	Unification .....(785) 235-6913
	Unitarian Universalist.....(785) 272-9233
	Unity.....(785) 272-6407
	Wesleyan .....(785) 273-4200
	Word .....(785) 271-1010

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## Chapter 6

### WELLNESS



Many parks are available throughout Topeka and Shawnee County.

## I. WELLNESS PROGRAM

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### Reference

(a) Wellness Program, PPCINST M6100.1B

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### WELLNESS PROGRAM

HRSIC has an active voluntary program to promote a healthy life-style and improve the overall well-being of employees by providing information and guidelines for improving nutrition and weight control, improving physical fitness, discouraging the use of tobacco products and other drugs, assessing and reducing risks of injury and illness, and reducing and better managing stress.

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### Time for Wellness

Performance and workload are the two primary considerations for supervisors to approve/disapprove requests for workout time.

- **Military**: Any military member may use up to one-hour of the work day, three times a week for wellness. Any abuse of this form of liberty may result in the supervisor terminating this privilege.
  - **Civilian**: Any civilian personnel in good standing may work an extra one-half hour in the work day, either before or after their scheduled shift to receive an extra one-hour off. This time may be used in conjunction with their lunch period or before or after their regular shift. This may be used up to three times a week.
  - **Award Program**: Participants in our program can complete and receive The President's Council on Physical Fitness and Sports and the Coast Guard's Fit-For-Duty - Fit-For-Life at the same time. Wellness Coordinators can provide additional program information and a copy of our instruction.
- 

### WORKOUT FACILITIES

We have two contracted fitness facilities:

**YMCA**. The YMCA, Downtown Branch, 421 Van Buren, 785- 354-8591, is within walking distance of the federal building. The facility has racquet ball courts, fitness equipment, aerobics, swimming, and a running/walking track.

- Use of this facility requires checking out a pass each day. We have a limited number of passes that are distributed on a first come basis. They are available on Friday after 0900 for the following week. You must sign-up for passes through the administrative assistant in Military Accounts Support business line.
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## WELLNESS PROGRAM (Continued)

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### WORKOUT FACILITIES (Continued)

- Users are responsible for picking up and returning passes. The pick up and return schedule is as follows:

	<u>Pick up</u>	<u>Return</u>
Lunch (1000-1400)	0900-1130	NLT 1400
Afternoon (1400-0900)	0900-1130	NLT 0900

- Dependents may also use the facility. However, dependents must be entered on a standby sign up sheet, and will only be issued passes if extra passes are available after 1130 for the lunch pass and after 1500 for the afternoon pass.

**Wynmor Family Fitness Center.** Located in southwest Topeka, Wynmor Family Fitness Center, 2940 SW Wanamaker, 271-0101 is ideal for exercising before or after work fitness. Wynmor's facility offers daycare, fitness equipment, and aerobics.

- Each visit, you will be required to sign-in and sign-out at the desk in the Coast Guard's book.
- The facility is available to all employees and legal dependents who reside with them.

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### HEALTH RISK APPRAISALS

Federal Occupational Health has been contracted to provide specific healthcare services to all HRS&IC employees throughout the year.

- Flu Vaccinations: Flu shots are regularly scheduled in October or early November.
- Mammograms: This is a complete mobile unit which comes to the Federal building in February. It provides age appropriate mammogram screening.

Health Risk Appraisals: This service is offered in the Spring. It provides a complete confidential assessment based on blood pressure, body height and weight measurements, cardiac risk profile, blood, cholesterol, glucose, and health risk counseling.

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## II. EMPLOYEE ASSISTANCE

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### EMPLOYEE ASSISTANCE PROGRAM (EAP):

United Healthcare Corporation has been contracted Coast Guard wide to provide professional staff to assist employees in dealing with family problems, alcohol and drug abuse, financial concerns, depression, stress, and a variety of other issues. You or your dependents may use up to six visits without charge for assessment and evaluation services.

- **Contact Number:** You may contact the Employee Assistance Program any time (24 hours a day) to obtain assistance.

**1-800-222-0364**

- **Appointments:** You are allowed up to six scheduled visits free of charge for each referral.
  - **Confidentiality:** Users of EAP will remain anonymous. Coast Guard is not provided a list of actual users of the program. The program provides only a statistical listing.
  - **Civilian Leave:** Your leave choices when using EAP are as follows:
    - Remain anonymous and use annual or sick leave.
    - Waive confidentiality, and request your supervisor grant administrative leave. Administrative leave may be used for up to six scheduled 1-hour appointments, and travel time to and from the appointments.
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## III. SAFETY

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### SAFETY

Your safety is a top priority. Always use good judgment and common sense in the work place. Report all unsafe practices and hazards to your supervisor and coworkers.

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### III. SAFETY (Continued)

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#### **SAFETY GUIDELINES**

Safety requirements and reporting situations apply to all military, on and off duty; all civilians on duty and on CG property, and all contractors and military dependents on CG facilities.

- **REPORT ALL SAFETY MISHAPS AND INJURIES TO ADMIN.**
  - Admin is responsible for investigating, evaluating, reporting, and keeping records of all mishaps.
  - Use Form CG-5082, Hazard Condition Notification, to report unsafe, hazardous work conditions.
- 

#### **FEDERAL BUILDING EMERGENCY PLAN**

The Frank Carlson Federal Building has an established plan for all potential emergency situations. Your supervisor will provide you with a copy of the booklet. Make yourself familiar with the plan and layout of the building.

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#### **CIVILIAN WORKERS COMPENSATION**

Should you suffer an on-the-job injury the following procedures should be taken.

- Notify your supervisor and/or Civilian Liaison immediately.
  - Complete a claim form, CA-1, Employee's Notice of Traumatic Injury, or CA-2, Employee's Notice of Occupational Disease, and give it to your supervisor.
  - Make sure all your medical documentation is complete and submit it with your claim form, or as soon as possible after you file your claim. The claim will not be approved without complete medical documentation.
  - Present any further medical documentation requested by the Civilian Liaison, your supervisor or the Office of Workers Compensation (OWCP) to the Civilian Liaison.
  - Report for duty as soon as your doctor clears you to perform any type of work.
-

## IV. MILITARY HEALTH CARE

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### Reference

- (a) Coast Guard Medical Manual, COMDTINST M6000.1B
  - (b) MLCLANT SOP, Health & Safety, Volume II
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### MEDICAL ADMINISTRATION

The Administrative Business Line (AD) is the health benefit advisor resource for all active duty military, drilling reserve or those reservists on extended active duty, retirees, and dependent family members. Guidance and policy comes from references (a) and (b). The AD staff is responsible for:

- Active Duty Health Benefit and CHAMPUS Counseling.
  - Custodian for all active/reserve medical records.
  - Scheduling Physical Examinations.
  - Monitoring Medical Manual Preventive Care Policies.
  - Liaison to all USCG Contract Medical/Dental Providers.
  - Requesting Nonfederal Medical Health Care.
  - Health Care Invoice and Payment Administration.
  - Patient responsibilities are listed in paragraph 6.
- 

### WHERE MILITARY MEMBERS ON ACTIVE DUTY GO FOR MEDICAL CARE

All military members have the convenience of three choices for medical care. Prior to seeking care at any of these facilities active duty personnel should check with the Health Services Technician. Unauthorized treatments may not be paid for by the Coast Guard.

- Two Army Medical Centers (Military Treatment Facility [MTF]) are available to treat active duty and dependents. Referrals for specialized medical attention will most likely be made to these facilities.
    - **Fort Leavenworth, KS, Medical Department Activity**, traveling east a distance of about 60 miles (80 minute drive). Call Admissions/Info Desk at 785-684-6000.
    - Sick call times for this facility are 0700 to 0800.
    - **Fort Riley, KS, Irwin Army Medical Center**, traveling west a distance of about 65 miles (80 minute drive). Call Patient Admin/Info at 785-239-7739/7000.
    - Sick call times for this facility are 0700 to 0800.
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## MILITARY HEALTH CARE (Continued)

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### WHERE MILITARY MEMBERS ON ACTIVE DUTY GO FOR MEDICAL CARE (Continued)

- The Coast Guard has a nonfederal medical services contract for routine and emergent care here in Topeka at St. Francis Hospital.
  - **ST FRANCIS HOSPITAL**-Sick Call is in the Emergency Room.
  - 1700 SW 7th Street, Topeka, KS 66604.
  - In order to be seen expeditiously, it is recommended that you make an appointment by calling (785) 295-8090; identify yourself as Coast Guard.
- The Coast Guard has a nonfederal medical sharing agreement with the local Veterans Administration Medical Center for routine care.
  - **Colmery-O'Neil VA Medical Center**  
Building 1, First Floor, B1-18, Employee Health  
2200 Gage Blvd., Topeka, KS 66622
  - You may call: (785) 350-3111 for appointments or cancellations.

### WHERE MILITARY MEMBERS ON ACTIVE DUTY GO FOR DENTAL CARE

Members have choices for dental care also. For convenience and to reduce the time away from work, the Coast Guard has set up two different nonfederal dental contracts to handle preventive and routine care.

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## **MILITARY HEALTH CARE** (Continued)

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### **DENTAL CONTRACTS**

Members are authorized one visit per year. Prior to making an appointment, check with the Health Services Technician. Dental care is paid for by the Coast Guard for the active duty member, however, the member is responsible for unauthorized care. Bring your Medical Record to all appointments.

- Gage Dental Group  
1271 SW Woodhull  
Topeka, KS 66604  
785-273-4770
  - Dr. Michael Reynolds, DDS  
2215 SW Westport Dr.  
Topeka, KS 66614  
785-228-0100
- 

### **OTHER EXAMINATIONS**

The two most common types of examinations you need to know about are not on contract; eye exams and gynecological exams. These services may be obtained through the Military Treatment Facilities. However, based on convenience, a need, or a specific referral from either an MTF or contract medical provider (St. Francis or VA Medical), these services can be obtained locally--provided the rules and obligations of Preauthorization Procedures are followed.

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### **OPTOMETRY**

Eye exams are authorized once every two years, based on biannual need or for a physical exam. The following non-contract provider accepts Coast Guard payment:

**Carriger, Carriger, & Carlock**  
1001 SW Mulvane,  
Topeka, KS 66604  
785-234-3937

Other optometrists may be used, based on an individual's needs or desires. If the exam is authorized, members may receive reimbursement for the exam. Bring your receipt and bill to the Health Services Technician for reimbursement.

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## MILITARY HEALTH CARE (Continued)

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### GYNECOLOGY

Members are authorized OB-GYN exams once every year. Billing arrangements can be a problem, see the Health Services Technician for assistance or advise. We use the following non-contract provider:

- Lincoln Center OB-GYN,  
800 SW Lincoln  
Topeka, KS 66606  
785-233-5101
  - Lincoln Center OB-GYN,  
2830 SW Urish Rd  
Topeka, KS 66614  
785-273-4010
- 

### PATIENT (MEMBER) RESPONSIBILITIES

Here is a listing of member obligations when receiving health services:

- Always seek competent assistance about your health care. Avoid coworker opinions; seek professional advice. Advice is available at 1-800-942-2422 (CG Health Benefits Advisor).
  - Mental Health services are available through the EAP program, don't wait until it's too late. United Healthcare Corporation can be contacted at: 1-800-222-0364.
  - Keep your medical and dental records up-to-date.
  - Cautiously follow preauthorization procedures; the consequence for not doing so is having to pay the bill.
  - If you have a scheduled appointment--KEEP IT. Medical Providers can and do charge "a missed appointment fee." USCG pays only for services; you pay for missed appts.
  - Preventive medicine works; see a dentist a minimum of once a year and a doctor at least once every two years.
  - Ask questions and understand the doctor's treatment plan.
  - Follow the treatment plan.
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## MILITARY HEALTH CARE (Continued)

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### PATIENT (MEMBER) RESPONSIBILITIES (CONTINUED)

- Report unexpected changes in your condition to your doctor.
  - Keep your chain of command informed of your treatment or need for treatment. Allow your supervisor to advocate your needs.
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### PREAUTHORIZATION PROCEDURES

If by examination, a medical examiner requires an additional test or series of test, or refers you to another doctor for treatment or specialized care, you should follow this care matrix and also inform the Health Services Technician of your special circumstance.

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IF MEMBER NEEDS:	THEN THESE PROCESSES OCCUR:
Emergency Care for medical or dental situations	Seek treatment at nearest facility or contract provider for safety/reduction of pain. Advise HS of situation.
Medical Care using Contract provider less than \$500.00	St. Francis and VA Medical Center know that routine care less than \$500.00 can always be done.
Medical Care using Contract Provider but procedure exceeds \$500.00	<b>PREAUTHORIZATION REQUIRED:</b> HS must document need with patient and physician and request approval from MLC prior to treatment occurring. Evaluation fees allowed.
Medical care that is being referred away from Contract Provider.	<b>PREAUTHORIZATION REQUIRED:</b> HS must document need with member and provider and request approval from MLC prior to treatment occurring. Evaluation fees allowed.
Reimbursement for <u>allowable</u> medical care, yet already received, but less than \$500.00 and not on contract.	Common for Eye Exams, OB-GYN Care, Dermatology; where provider refuses to accept CG billing terms. Patient would pay provider's bill and seek reimbursement with paid invoice. <i>If this is unsat go to a US MTF.</i>
Elective Care Paid by member, not by Coast Guard.	Chapter 2, Medical Manual requires a member to sign SF-600 and CG-3307 entries noting that if member elects care/surgery that it cannot effect Fitness for Duty.
Dental Care using contract provider less than \$350.00	USCG Contract nonfederal dentists know that routine care less than \$350.00 can always be done.
Dental Care using Contract provider but procedure exceeds \$350.00	<b>PREAUTHORIZATION REQUIRED:</b> HS must document need with member and provider and request approval from MLC prior to treatment occurring. Evaluation fees allowed.
Dental Care that is being referred away from Contract Provider	<b>PREAUTHORIZATION REQUIRED:</b> HS must document need with member and dentists and request approval from MLC prior to treatment occurring. Evaluation fees allowed.

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**FOR VETERANS AFFAIRS  
COLMERY-O'NEIL VA MEDICAL CENTER**

**ACTIVE DUTY MEMBER PRE-REGISTRATION INFORMATION :**

1. **PURPOSE**: If you have never been to the Colmery-O'Neil VA Medical Center, complete the following information prior to your visit. It will save you time ... send to **VA FAX**: 271-4383. Please keep AD informed of your health and physical exam status.  
Coast Guard VA Resource Rep is:

Ms. Natalie Weldon: (785) 350-3111 extension 3605.

2. **MEMBER INFORMATION**: Please print neatly, legibly.

FULL NAME: \_\_\_\_\_

SSN: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

3. **WHERE TO GO FOR APPOINTMENTS**: Unless otherwise directed, proceed to the place below. You may call: (785) 350-3111 for scheduling difficulties or cancellations.

Colmery-O'Neil VA Medical Center  
Building 1, First Floor, B1-18, Employee Health  
2200 Gage Blvd.  
Topeka, KS 66622



## V. MILITARY FAMILY (DEPENDENT) HEALTH CARE

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### HEALTH CARE BENEFITS

The Administrative business line (AD) is responsible for assisting and advising military members and their family members regarding their medical and dental benefits. Where we say "health care" we mean the entire medical and dental benefit.

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### DEERS ENROLLMENT

Defense Enrollment Eligibility Reporting System (DEERS). Military members [sponsors] are obligated to keep the DEERS database updated with current information (i.e., the sponsor has enrolled all their family members ... birth dates are correct ... the family's current residence address is correct, etc.). TRICARE, CHAMPUS, and Dental insurance programs use DEERS to check beneficiary eligibility. **The majority of problems associated with health care invoicing (billing) are because of inaccurate information held by DEERS. Update DEERS upon arriving.**

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### EDUCATE YOURSELF ON HEALTH CARE BENEFITS

The Topeka area doesn't have the convenience of a medical Military Treatment Facility (MTF). Because of the great distance and time required to go to the Fort Leavenworth or Fort Riley MTFs, we rely heavily on TRICARE Standard and Active Duty Family Member Dental (United Concordia) health care plans. **All health care plans cost money and you can save money by finding the right provider and asking the right questions**

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### SOURCES OF INFORMATION

- Call local Health Benefits Advisor: 785-357-3668.
  - Call USCG Health Benefits Advisor: 1-800-942-2422.
  - United Concordia (UC) Dental Handbook. The UC customer service number is 1-800-866-8499. A list of participating UC dentists are maintained by the HS.
  - TRICARE STANDARD HANDBOOK. Available from ADMIN.
  - The Internet: [www.ha.osd.mil](http://www.ha.osd.mil).
  - TriWest Healthcare Alliance of Phoenix, Arizona. The TRICARE contractor for regions 7 and 8. 1-888-874-9378.
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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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### **RECORD KEEPING**

Keep and track Health Care Visits and Bills. Maintain file(s) at home that will hold all your family's visit records for medical and dental billing invoices and TRICARE/Dental Explanation of Benefits (EOBs). An EOB is the medical/dental reply to a provider's invoice. It notes the date of service, billed amount, allowed amount paid, and procedures performed.

Explanation Of Benefits should be:

- Carefully reviewed upon receipt;
- Acted upon immediately if incorrect via written documentation;
- Filed in your home file(s). The key to any health care plan is to save all records and scrutinize all EOB's carefully. AD can assist you in explaining and correcting EOBs

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### **TRICARE ACCEPTANCE**

Many quality health care organizations in Topeka do not accept TRICARE eligible patients. It is a competitive business and doctors select their own clients based on an ability to pay. There is a balance between those who don't and doctors who do see TRICARE patients. Members and families have to spend time in the Topeka telephone directory (physician yellow pages) to find doctors that accept TRICARE assignment that meets their need; it's worth the effort.

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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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### Military Treatment Facilities (MTF).

A **PRIMARY** source of dependent care can be obtained at two Army Medical Centers MTFs. Medical care is usually free. Any prescribed drugs by a military MTF doctor must initially be dispensed by/from that facility (get script there, get drug there).

- **Fort Leavenworth, KS, Medical Department Activity**, an easterly distance of about 60 miles (80 minute drive). Take the Kansas Turnpike/I-70 east, the Bonner Springs exit, and north on Hwy 73. Call Admissions and Info Desk at 913-684-6000.

Patient Representative	913 684-6105
CHAMPUS Information	913-684-6210
Outpatient Appts	913-684-6600
Pediatrics (0-14 yrs)	913-684-6670
Family Practice	913-684-6350

- **Fort Riley, KS, Irwin Army Medical Center**, traveling west a distance of about 65 miles (80 minute drive); via I-70, turn right at the Marshall Field exit, and follow the signs. Call Patient Admin/Info at 913-239-7739/7000.

Patient Representative.	785-239-7745
CHAMPUS Information	785-239-7000 1-4-2
Outpatient Appts	785-239-7676
Pediatrics (0-14 yrs)	785-239-7613
Primary Care Clinic	785-239-7000 1-1-1-2-2

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### CATCHMENT AREA

Dependents residing within a 40 mile radius of Ft. Riley or Ft. Leavenworth must use that particular military medical facility. Ex: Lawrence, KS, residents must use Ft. Leavenworth because they live in the "catchment" area. Special rules apply (re: availability).

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### ASK-A-NURSE

A free 24-hour confidential hotline is staffed by registered nurses at St. Francis Hospital. **This great service keeps an up-to-date resource list of participating TRICARE ASSIGNMENT accepting Physicians.** If you're trying to find a doctor or need information about illness or injury, or are looking for a class or support group, this service can provide the information.

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**ASK-A-NURSE (913) 295-8333**

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## **MILITARY FAMILY (DEPENDENT) HEALTH CARE** (Continued)

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**COAST GUARD EMPLOYEES ASSISTANCE PROGRAM (EAP)**      An available resource that can discuss all types of medical, dental, and mental health counseling questions or evaluation assessments.

**CALL USCG EAP at 1-800-222-0364.**

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### **CLAIM FILING**

Our military family health care programs are changing; basically the insurance paperwork burden is being placed on medical providers. As of 1 October 1996, all medical providers (individual or institutional) in the U.S. are required by Federal Law to file claims on behalf of TRICARE Standard patients. This rule applies whether or not they participate (accept assignment) in the TRICARE Standard Program. Only Pharmacies are exempt from this filing requirement.

- Your CHAMPUS medical provider will file your claim(s).
  - Follow your TRICARE HANDBOOK Claim submission section. Also check on what amounts you should pay and when you should pay.
  - YOU MUST FILE all pharmacy (prescription drug) claims.
  - IF YOUR MEDICAL PROVIDER REFUSES TO FILE A CLAIM inform Admin, we'll help you. Under the new law, beneficiaries are not permitted to file claims themselves, unless they [you] request and receive a waiver from their Regional TRICARE Contractor. AD can help with waiver letters and dealing with contractors and fiscal intermediaries to ensure your bills get addressed.
- 

### **TRICARE FUNDAMENTALS**

- The State of Kansas is within TRICARE REGION 8. TRICARE is like a huge health care insurance maintenance organization (HMO).
  - It is run by civilian contract that acts as a brokerage for participating military and civilian service providers that arranges health care for its clients (our family members).
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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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### TRICARE FUNDAMENTALS (Continued)

- It has a corporate headquarters that pays all bills and makes region policy on how national health care will be administered. This corporate headquarters is referred to as fiscal intermediary. Our TRICARE fiscal intermediary, is Tri-West Healthcare Alliance, of Phoenix, Arizona. The fiscal intermediary has other important functions:
  - The fiscal intermediary establishes a host of network providers for Region 8. We as customers, will eventually choose from this network. Our choice will basically be one of convenience, besides professional care, we want something close to our homes. This is something to remember, but our first decision should be what health plan is best for us.
- 

### TRICARE PRIME

- When you select PRIME, you must formally enroll and sign on a dotted line (TRICARE PRIME CONTRACT)
  - Lower costs: No annual deductible and reduced co-payments.
  - Improved Access: Enrollees have timely access to services. This includes a 24 hour Health Care Finder who can assist you in quickly obtaining health care services.
  - Enhanced Benefits: Preventive health care; physicals, immunizations, wellness classes.
  - Less Paperwork and No Balance Billing: If you use PRIME providers.
  - Primary Care Managers: After selection, are responsible for care.
  - Point of Service: Prime includes this option which allows enrollees the freedom to use providers without an authorization from the PCM, but at significantly higher cost sharing than Tricare Standard (below).
  - Quality Provider Network: Access to a network of professionals usually near your home or work.
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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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### TRICARE PRIME PROVIDERS

The below listed clinics/doctors are Tricare Prime Primary Care Managers. To enroll in Tricare Prime, one of these providers must be selected as your Primary Care Manager from whom you'll get most of your care.

- Fort Leavenworth, 913-680-4000
- Fort Riley 1-800-757-2097 or 785-239-7000
- Mount Oread Family Care Clinic  
3510 Clinton Parkway Place  
Lawrence, KS 785-842-5070
- Women's Health Care Group  
3510 Clinton Parkway Place  
Lawrence, KS 785-842-5070
- Dr. Ross Sciara - Osteopath  
Family Practice  
1400 W 6<sup>th</sup> St.  
Lawrence, KS 785-843-6811
- Dr. Robert Huges, MD  
346 Maine St.  
Lawrence, KS 785-843-1374

### TRICARE EXTRA

By not choosing Prime, you still can take advantage of cost savings by using the EXTRA option. When you use the TRICARE Network Providers:

- Lower costs: Once the CHAMPUS deductible has been met, your cost share will be 5% less than TRICARE Standard rates. You also will be able to take advantage of lower negotiated network provider rates.
- No Enrollment Fees: Unlike TRICARE PRIME, you do not have to enroll. You use the health care network providers on a case-by-case basis; however, the CHAMPUS deductible applies.

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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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### TRICARE EXTRA (Continued)

- Less Paperwork: usually there are no claim forms to file.
  - Choice: You have a choice of selecting a health care provider from a network of providers.
  - No Balance Billing - Tricare network providers accept the negotiated rates and your cost share, after the appropriate deductible is met, as payment in full
- 

### TRICARE EXTRA PROVIDERS

Colmery-O'Neil VA Medical Center  
Building 1, First Floor, B1-18, Employee Health  
2200 Gage Blvd.  
Topeka, KS 66622  
(785) 350-3111

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### TRICARE STANDARD

This option offers beneficiaries maximum choice in selecting their own health care provider (participating and non-participating); but, at a higher out-of-pocket cost.

- Flexibility: You can use Standard or take advantage of cost-saving benefits under TRICARE EXTRA.
  - Continuity of Care: No need to change provider relationships if already established under CHAMPUS.
  - No Enrollment: With Depn ID, you can easily enjoy the benefits of TRICARE Standard or EXTRA.
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## MILITARY FAMILY (DEPENDENT) HEALTH CARE (Continued)

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COMPARING OPTIONS	TRICARE STANDARD	TRICARE PRIME
Choice of Doctors	Unlimited	Must choose from Approved Network.
<b>Deductibles</b>		
E-4 and below	\$ 50 - Individual \$100 - Family	None.
All Other Active duty	\$150 - Individual \$300 - Family	None.
Outpatient Surgery	\$25.00	\$25.00
Civilian Emergency Room	\$25.00	\$30.00
Military Treatment Facility	No Charge	No Charge
Prescription Drugs	Pay 20 Percent	Pay \$5.00
Copays @ Civilian Hospitals - Inpatient	\$9.70 per day \$25.00 minimum	\$11.00 per day \$20.00 per day for mental health

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### KEEP YOUR ADDRESS UPDATED IN DEERS

The new TRICARE contractor will send literature and brochures regarding available medical and dental plans to your home address

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### MAIL AWAY PHARMACY PROGRAM

This program is for Active duty members. Prescribed drugs, if stocked and available, can be refilled free-of-charge from the Pharmacy at Aviation Technical Training Center (ATC) Mobile.

- Bring in your original RX prescription, noting refills authorized, to Administration (AD).
  - For first time use, AD will ask you to complete a one-time form noting DEERS eligibility for family members. AD then will "fax" the RX down to ATC Mobile and the drugs will come via mail (takes about 4 days total).
  - Drugs prescribed by participating CHAMPUS doctors or non-participating doctors can be initially filled by ATC Mobile, if the drug is available. Refills are allowable.
  - CAUTION: Drugs prescribed by Military Treatment Facilities must be initially filled by that MTF. Thereafter, refills can be received from ATC Mobile.
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## VI. CIVILIAN HEALTHCARE

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### CIVILIAN HEALTHCARE

It is recommended that you ask for referrals in the Topeka area from your present healthcare providers. Some suggested providers in the Topeka area are listed for your convenience. These providers are not recommended over any others within this area.

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### ASK-A-NURSE

This is a 24-hour confidential hotline staffed by registered nurses. If you're trying to find a doctor or need information about illness or injury, or are looking for a class or support group, this service can provide the information.

Ask-A-Nurse  
785 295-8333

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### FAMILY PRACTICE

The Cotton-O'Neill Clinic provides care for internal medicine, obstetrics, allergy, dermatology, cardiology, neurology, and other medical needs.

Cotton-O'Neill Clinic  
901 Garfield & 823 Mulvane  
785 354-9591

- OBSTETRICS/GYNECOLOGY

Lincoln Center (two locations):  
800 SW Lincoln (Central Topeka)  
785 233-5101

2830 SW Urish (West Clinic)  
785 273-4010

- PEDIATRICS

Pediatrics Associates  
3500 SW 6th Avenue  
785 235-0335

Pediatrics P.A.  
4100 SW 15th St, 785 273-8224  
2825 SE California, 785 267-0744  
2949 SW Wanamaker Dr, 785 273-7571

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## VI. CIVILIAN HEALTHCARE

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### DENTAL

- Gage Dental Group  
1271 SW Woodhull  
785 273-4770  
785 273-4770
  - Dr. Michael Reynolds, DDS  
2215 SW Westport Dr.  
Topeka, KS 66614  
785-228-0100
- 

### EYE EXAMS

- Carriger, Carriger, & Carlock  
1001 SW Mulvane  
785 234-3937
  - Kyle B. Dotson  
2831 SE California  
785 266-3240
- 

### MENTAL HEALTH

Family Service and Guidance Center  
325 SW Frazier Ave  
Topeka, KS 66606  
785 232-5005

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### COLOR ME WELL

Color Me Well is an infirmary for children with minor illnesses for those times when parents must work. The program will accept children ages six weeks to 14 years. Call the phone number listed below for a reservation or information.

St. Francis Hospital and Medical Center  
5th Floor  
1700 SW 7th St  
785 295-8590

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### FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB)

FEHB offers a variety of health plans. Participating plans vary by locality and from year to year. Contact the Civilian Liaison at 785 357-3608 for a comparison chart or brochures of available plans within the Topeka area.

## SPONSOR PROGRAM QUESTIONNAIRE

1. ACTION: All reporting personnel are requested to complete the following questions and turn this sheet in at the Administrative Business Line Manager. This questionnaire will be forwarded to the Commanding Officer for comment.
2. PURPOSE: Lessons learned by your transfer will be incorporated into our sponsor program to facilitate a smoother transition for those future members who will receive orders to HRSIC Topeka.
3. DIRECTIONS: Circle your chosen response or fill in the blank as appropriate.

YOUR NAME: \_\_\_\_\_

Did you receive a Welcome Aboard Package  
and Orientation Guide? . . . . . Yes No.

Did you receive it well in advance of your  
departure to be of assistance to you? . . . . . Yes No.

Did you visit our internet web site? . . . . . Yes No.

Please rate the usefulness of the information  
contained in the package? POOR --- FAIR --- GOOD --- EXCELLENT

What information was not included that you think would be helpful?

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Did your sponsor contact you in plenty of  
time to be of assistance . . . . . Yes No.

Was your sponsor:

Cooperative. . . . . Yes No.  
Responsive . . . . . Yes No.  
Courteous. . . . . Yes No.  
Knowledgeable. . . . . Yes No.

Any suggestions that would enhance our Sponsor Program?

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Please return this form to Admin

# INDEX

## *A*

Access Credentials .....	6
After School Activities .....	58
Air Service .....	42
Airport Transportation .....	43
Allotment .....	12
Apartments .....	20
Ask-A-Nurse .....	76
Automobile Registration .....	40

## *B*

Banking .....	8
Bus Service .....	41

## *C*

Cable TV .....	34
Cafeteria .....	6
Camp Grounds .....	58
Catholic School System .....	50
CG Leased Housing .....	32
Child Care Facilities .....	56
Civilain Health Care .....	82
Colleges .....	50
Community Programs .....	59
County Appraiser .....	40

## *D*

Day Care .....	54
DEERS .....	74
Dental Care .....	70
Dependent Health Care .....	74
Direct Deposit .....	8
Driver's Licenses .....	41

## *E*

Electric .....	33
Employee Assistance Program .....	66, 77
Employment .....	14

## *F*

Family and Children Services .....	16
Family Care Services .....	53
Fire .....	14
Fort Leavenworth .....	68, 76
Fort Riley .....	68, 76

## *G*

Gas .....	33
Governemnt & Community Services .....	14
Gynecology .....	71

## *H*

Health Care .....	68
Health Risk Appraisals .....	65

Highway Patrol .....	14, 40
Home Inspection .....	28
Home Ownership .....	27
Household Goods Damage Claims .....	36
Housing .....	19

## *L*

Leased Housing Program .....	31
------------------------------	----

## *M*

Magnet Schools .....	49
Mail Away Pharmacy Program .....	81
Mail Services .....	12
Mass Transit .....	41
Mental Health .....	71
Military Clause .....	21

## *O*

Optometry .....	70
Other Schools .....	50

## *P*

Parking .....	6, 42
Parks & Recreation .....	59
Police .....	14
Post Office .....	13
Preauthorization Procedures .....	72
Private Schools .....	50
Public Buildings .....	18
Public Schools .....	47

## *R*

Rail Service .....	43
Real Estate .....	27
Real Estate Agents .....	29
Religious Organizations .....	60
Rental Lease .....	32

## *S*

Safety .....	66
Schools .....	44
Set-A-Side Housing Program .....	32
Sheriff .....	14
Speciality Schools .....	49
Sponsor Program .....	6
ST Francis Hospital .....	69

## *T*

Telephone .....	33
Temporary Lodging .....	35
Trash .....	34
TRICARE .....	74, 77

## *U*

Utilities .....	33
-----------------	----

<i>V</i>	
VA Medical Center .....	69
Vocational-Technical Schools .....	50
<i>W</i>	
Water .....	33

<b>Welcome Services</b> .....	7
Wellness.....	62
Workout Facilities .....	63
<i>Y</i>	
YMCA .....	63